

Maine Financial & Administrative Statewide Information System

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Overview of State's Accounting Code Structures

- Use accounting codes for PV (Payment Voucher) and JV (Journal Voucher).
 - Fund
 - A fiscal & accounting entity w/self balancing set of accounts recording cash & other financial resources (liabilities, equities, and balances). Three digits used.
 - Agency
 - Identifies the department. Three digits used.
 - Report Org
 - Identifiable cost center for each fund source (level 5 or higher). Four digits used. Fourth level is called Approp Org and can be used here.
 - Approp Unit
 - Identifies distinct appropriation given to a specific program and its line category. Two or three digits used.
 - Activity
 - Identifiable cost center for the agency. Four digits used.
 - Object
 - Identifies the type of service or item being purchased. Four digits used.
 - Sub Object
 - Used to further define the Object code. Two digits used.
 - Rev Src
 - Revenue Source code identifies the type of revenue. Four digits used.
 - Job Number
 - Used to track project costs and revenue. Eight digits used.
 - Rept Cat
 - Report Category used for tracking of federal grant monies. Four digits used.
 - Balance Sheet Account
 - Identifies a real account from the Balance Sheet (asset, liability, or equity). Four digits used.

OBJECT STRUCTURE

The AMS delivered Object hierarchy is as follows:

Object Group (OGRP)
 Object Type (OTYP)
 Object Category (OCAT)
 Object Class (OCLS)
 Object (OBJT, OBJ2)
 Sub-Object (SOBJ)

Object Group - a 2-character field, is not used by the State of Maine. Examples of what Object Group could represent are Personnel Services and Equipment Costs.

Object Type - a 1-character field, categorizes Objects into four types: Personal Services, All Other, Capital, and Unalloted.

Object Category - a 2-character field, is not used by the State of Maine. Examples of what Object Category could represent are Benefits and Automobiles.

Object Class - a 3-character field, is almost always the first two characters of the Object. The only exception is Objects beginning with '95', which have an Object Class of '85'. Examples of actual Object Classes are Salaries and Wages, Fringe Benefits, In State Travel, Out Of State Travel, Rents, Technology, Insurance, Depreciation, etc. Object class is not used as part of the account coding. It is just a means of classifying the various object codes.

Object - a 4-character field, is usually required on Payment Vouchers in order to classify and control expenditures. If Balance Sheet Account or Revenue Source is entered, Object cannot be entered.

Sub-Object, a 2-character field, is not required on Payment Vouchers. The Sub-Object provides a lower level of detail than the Object and is meaningful only in conjunction with the Object. The Sub-Objects are used by the State of Maine to code payments for 1099 reporting and represent the following categories: Rents, Royalties, Prizes and Awards, Medical and Health Care Payments, and Non-Employee Compensation.

REVENUE SOURCE STRUCTURE

The AMS delivered Revenue Source hierarchy is as follows:

Revenue Group (RGRP)

Revenue Type (RTYP)

Revenue Category (RCAT)

Revenue Class (RCLS)

Revenue Source (RSRC, RSR2)

Sub-Revenue Source (SREV)

Revenue Group, a 2-character field, categorizes Revenue Sources into thirty-eight groups as currently defined in MFASIS. Examples of Revenue Groups are Individual Income Tax, Corporate Income Tax, Snowmobile Fees, etc.

Revenue Type, a 2-character field, categorizes Revenue Sources into seven types: Taxes, Licenses and Permits, Charges and Fees, Fines and Forfeits, Miscellaneous Revenue, Grants, and Investments.

Revenue Category, a 2-character field, is not used by the State of Maine. Examples of what Revenue Category could represent are Sales and Services, and Parking.

Revenue Class, a 3-character field, is almost always the first two characters of the Revenue Source. Examples of actual Revenue Classes are Property Taxes, Gasoline Tax, Income Tax, Special Purpose Licenses, etc.

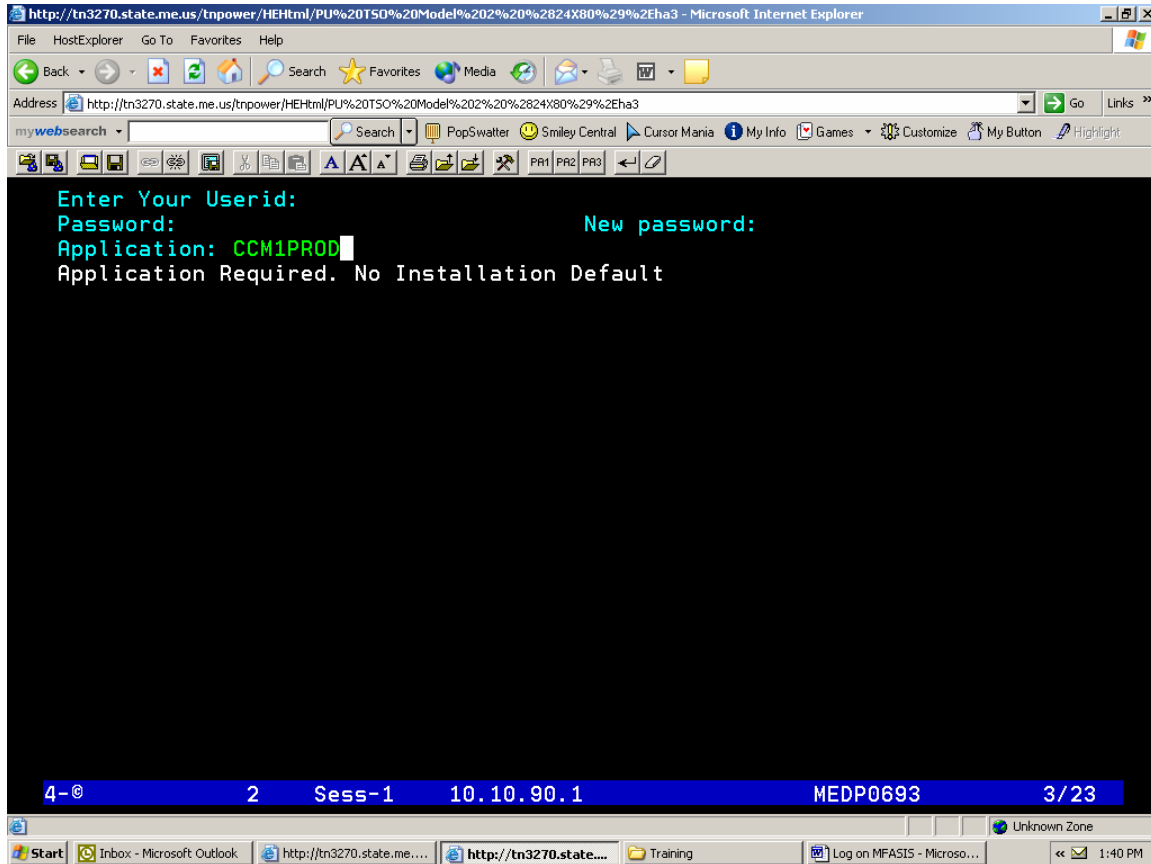
Revenue Source, a 4-character field, is usually required on Cash Receipts in order to record and classify revenues. If Balance Sheet Account or Object is entered, Revenue Source cannot be entered.

Sub-Revenue Source, a 2-character field, is not required on Cash Receipts. The Sub-Revenue Source provides a lower level of detail than the Revenue Source and is meaningful only in conjunction with the Revenue Source.

Log on/Change password

Double click MFASIS icon

Type **CCM1PROD** on the 'Application:' field



Must have log in id and password for Agency's Security Coordinator.

Sign on for CICS/ESA screen

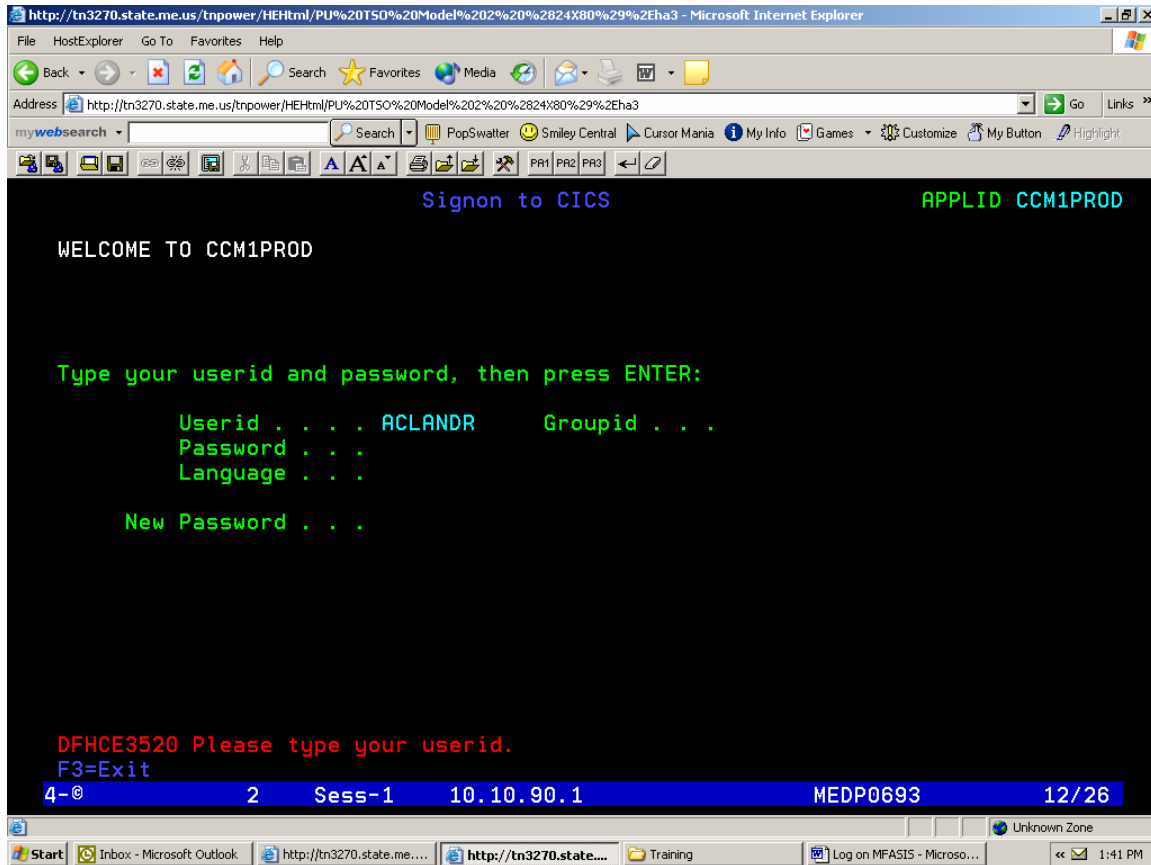
Type **XXXXXXXX** in 'Userid' field

Tab to 'Password' field, type **XXXXXXXX**, press 'Enter' if not changing Password

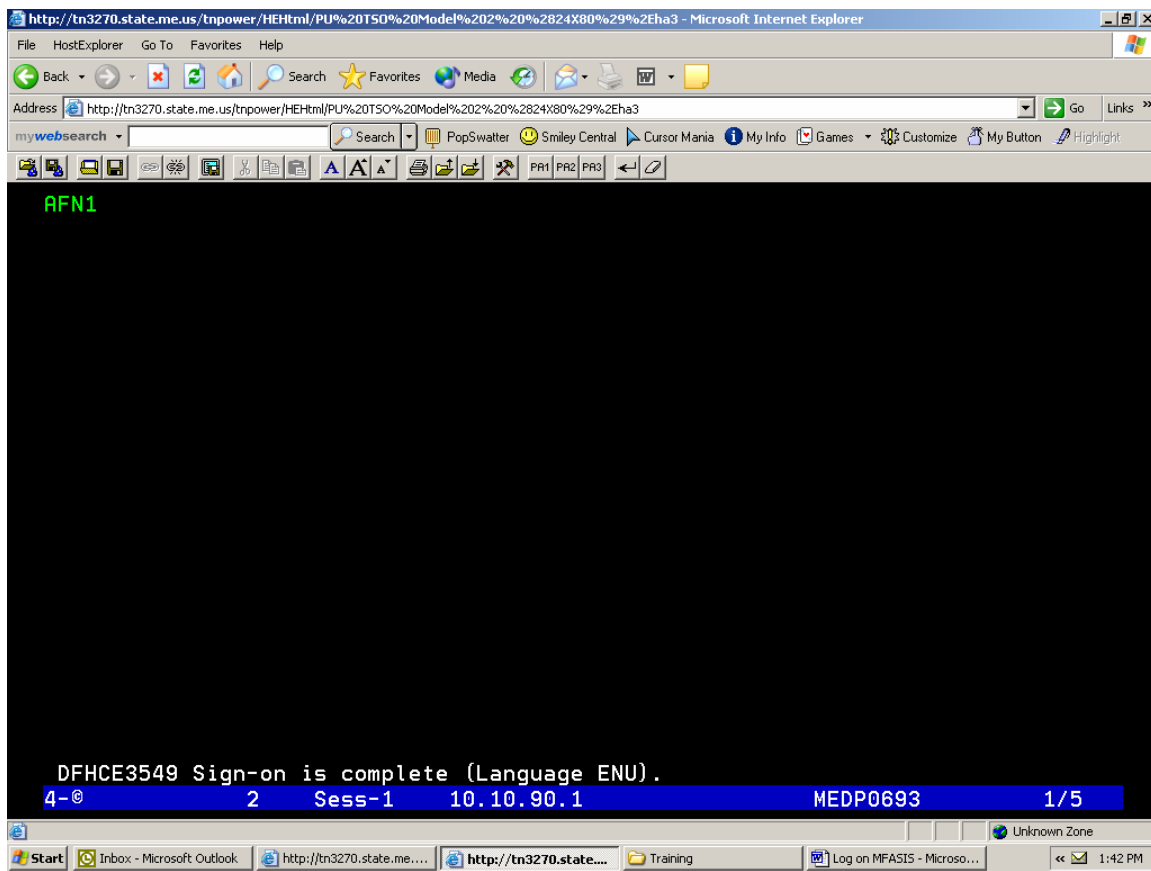
To change this password:

Tab to 'New Password' and type new password and press 'Enter'

Re-type the new password and press 'Enter'



Type AFN1, press 'Enter'



Advantage Financial screen

Type **1** in the 'Command:' field

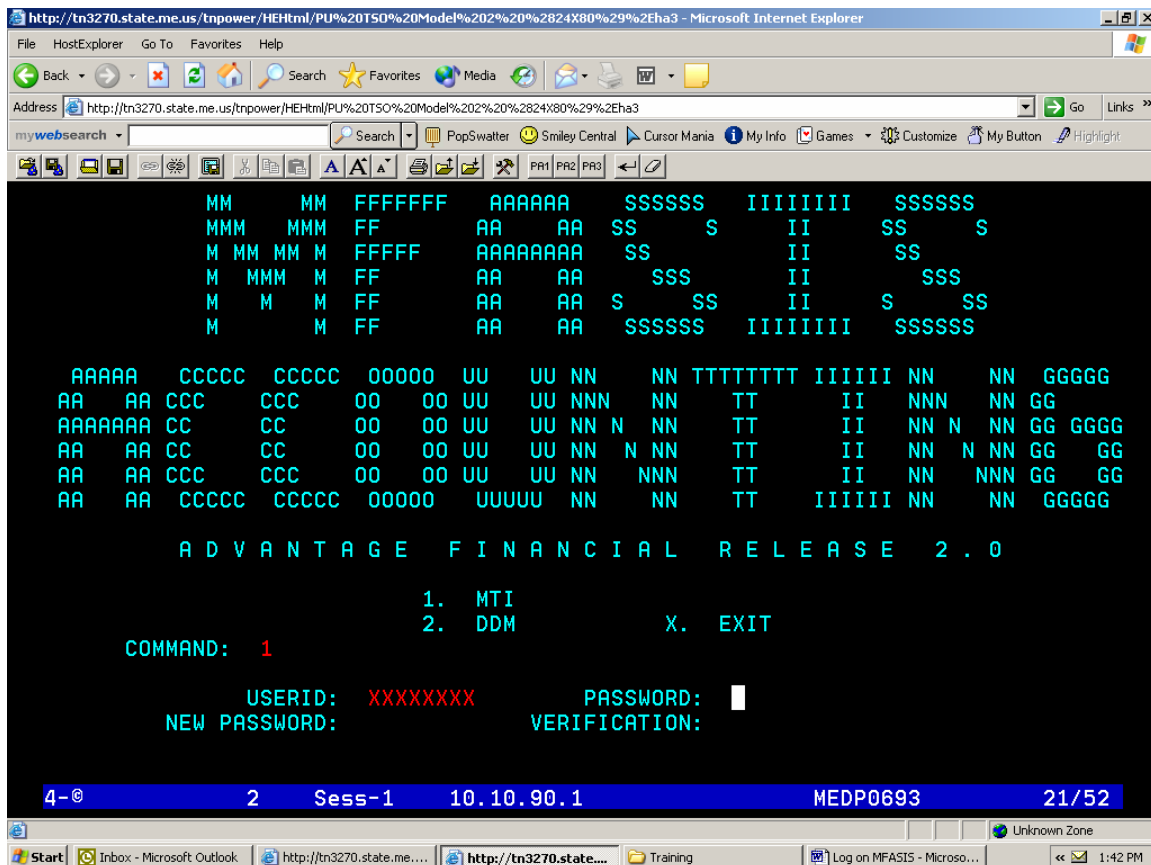
Tab to 'Userid' field and type in CICS userid

Tab to 'Password:' field and type in CICS password, press 'Enter' if not changing Password

To change this password:

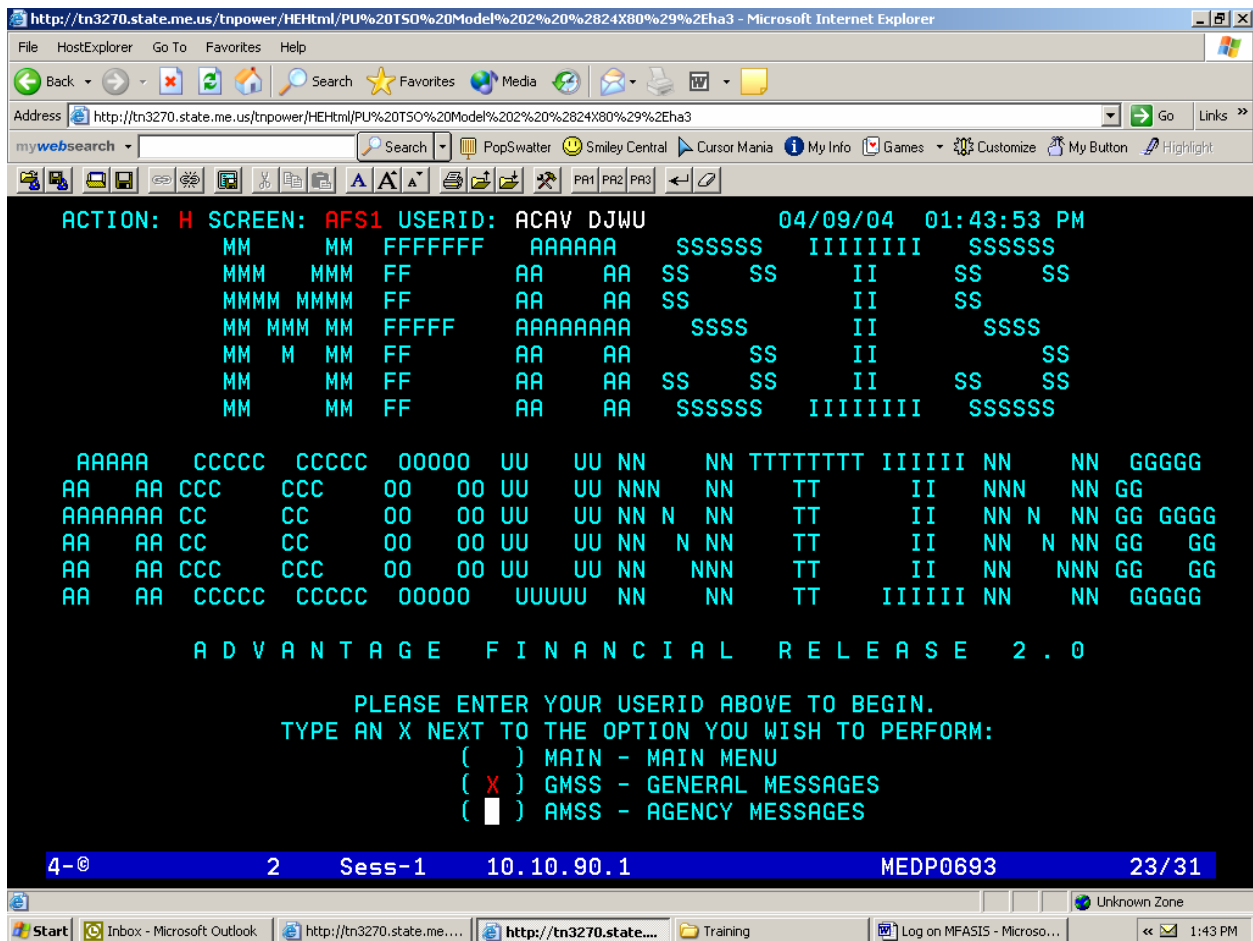
Tab to 'New Password:' and type new password

Tab to 'Verification:' and re-type new password



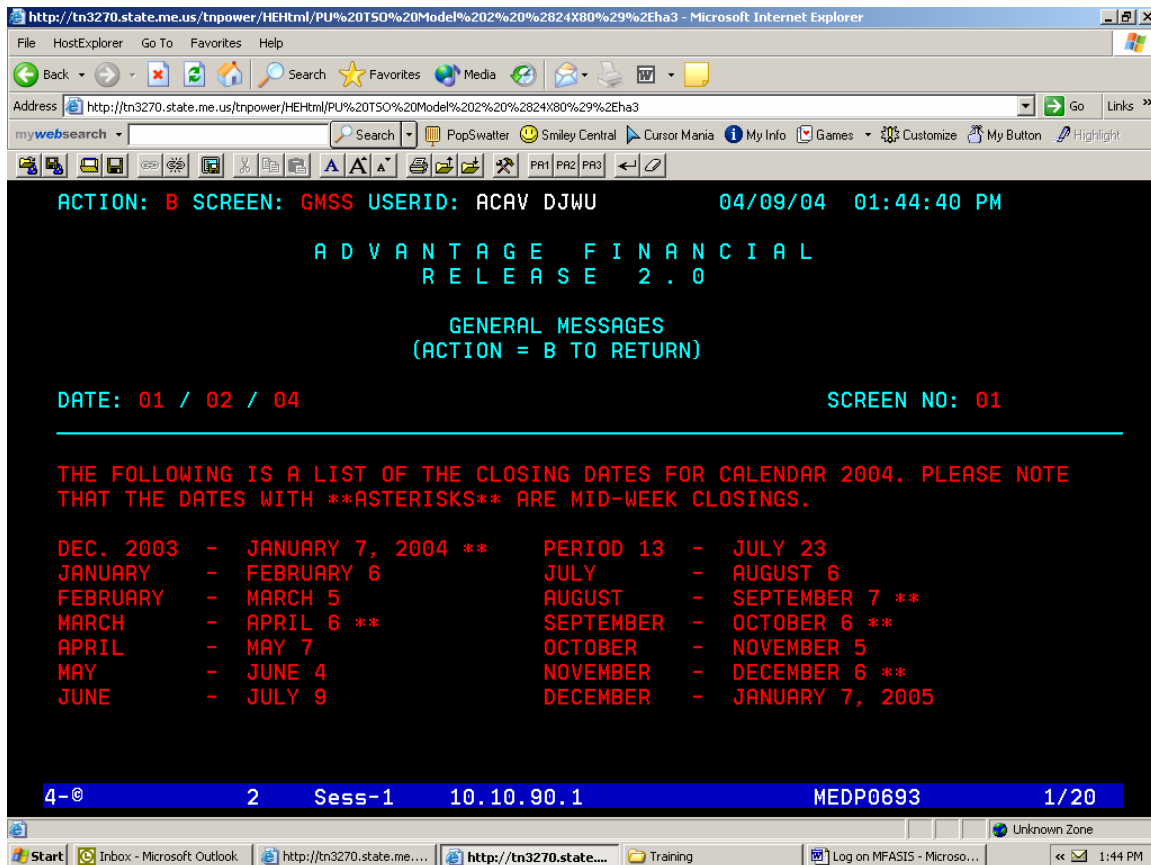
General Message Screen

Tab to 'GMSS – GENERAL MESSAGES', type **x** and press 'Enter'



Here are the general messages from A&C.

To Exit general message screen, type **B** in 'ACTION:' and press 'Enter'



REFERENCE GUIDE TO ONLINE FEATURES

Transaction Operations

Document Action Line Fields:

Function
Document ID/Batch ID
User ID
Status
Organization
Date/Time
Line Numbers

Data Entry Mode

Used to enter data. No system edits will be performed during the data entry session.

Use the <**Tab**> key to move through fields.

Use the <**Enter**> key to continue document on the next screen.

To begin a new document in a batch, type **N** in the **FUNCTION** field, type the new document identifier in the **DOCID** field, and press the <**Enter**> key.

Other functions that can be used during the data entry session are listed below.

<u>Function</u>	<u>Description</u>
CL	Copy Line
DL	Delete Line
+ n	Move forward n lines (where n is a numeric value)
- n	Move backward n lines (where n is a numeric value)

Once data entry is complete you may either edit the batch/document, place the batch/document on hold, save the batch/document (this action will automatically schedule the batch/document for offline processing), schedule the batch/document for offline processing, or cancel (discard) the batch/document. These functions are listed below. Note the associated function keys listed under the header **Fn**.

Function	Fn	Description
EB		Edit Batch
ED	1	Edit Document
HB+		Hold Batch
H+	3	Hold Document
Q	1	Edit Document
SB		Schedule Batch for Offline Processing
S	6	Schedule Document for Offline Processing
SE		Save Document
X		Cancel and Discard Batch/Document

Correction Mode

Used to change a previously entered document.

Use the <Enter> key to move to the next screen.

The functions that can be performed in Correction Mode are listed below.

Note the associated function keys listed under the header **Fn**.

Function	Fn	Description
EB		Edit Batch
ED	1	Edit Document
Q	1	Edit Document
V		Verify Document
AB+		Approve Batch
A+	2	Approve Document
AB-		Unapprove Batch
A-	12	Unapprove Document
A?		Show Approvals
SB		Schedule Batch for Offline Processing
S	6	Schedule Document for Offline Processing
HB+		Hold Batch
H+	3	Hold Document
SE		Save Document
X		Cancel and Discard Batch/Document
DB		Mark Batch for Deletion
D		Mark Document for Deletion
UDB		Unmark Batch for Deletion
UD		Unmark Document for Deletion
CL		Copy Line
DL		Delete Line
I		Insert Line
+ n		Move Forward <i>n</i> Lines (where <i>n</i> is a numeric value)
- n		Move Backward <i>n</i> Lines (where <i>n</i> is a numeric value)
TB		Go To Top of Batch
BB		Go To Bottom of Batch
T	7	Go To Top of Document
B		Go To Bottom of Document
FL	11	First Screen of Document Lines
LL		Last Screen of Document Lines
ND	9	Go To Next Document in Batch
PD		Go To Previous Document in Batch
Z		Zoom to Specified Screen
E	5	End Session

View Mode

Used to view previously entered documents without modifying them.

Use the <Enter> key to move to the next screen.

The functions that can be performed in View Mode are listed below.

Note the associated function keys listed under the header **Fn**.

Function	Fn	Description
EB		Edit Batch
ED	1	Edit Document
Q	1	Edit Document
AB+		Approve Batch
A+	2	Approve Document
AB-		Unapprove Batch
A-	12	Unapprove Document
A?		Show Approvals
SB		Schedule Batch for Offline Processing
S	6	Schedule Document for Offline Processing
HB+		Hold Batch
H+	3	Hold Document
SE		Save Document
X		Cancel and Discard Batch/Document
+ n		Move Forward <i>n</i> Lines (where <i>n</i> is a numeric value)
- n		Move Backward <i>n</i> Lines (where <i>n</i> is a numeric value)
TB		Go To Top of Batch
BB		Go To Bottom of Batch
T	7	Go To Top of Document
B		Go To Bottom of Document
FL	11	First Screen of Document Lines
LL		Last Screen of Document Lines
ND	9	Go To Next Document in Batch
PD		Go To Previous Document in Batch
Z		Zoom to Specified Screen
E	5	End Session

MFASIS Transactions

The following table lists the MFASIS transaction codes:

MODULE/SUBSYSTEM	TRANS CODE	TRANSACTION
Budgeting	AL	Allotment
	AP	Appropriation
	TA	Transfer of Appropriation
Expenditures & Disbursements	CX	Check Cancellation
	PV	Payment Voucher
Revenues & Receivables	CR	Cash Receipt
	NF	Non-Sufficient Funds
	RE	Receivable
	RM	Receivable Credit Memo
	WO	Write Off
Purchasing	PO	Purchase Order
	RQ	Requisition
General Accounting	JV	Journal Voucher
Grants	FM	Federal Aid Master
	FX	Federal Aid Charge
Project	PJ	Project Master
	PX	Project Charge
Fixed Assets	FA	Fixed Asset Acquisition
	FB	Fixed Asset Betterment
	FC	Fixed Asset Change
	FD	Fixed Asset Disposition
	FS	Fixed Asset Sale
	FT	Fixed Asset Transfer

Master Table Inquiry

Action	Description
--------	-------------

A	Add entry or entries
B	Go Back to screen from which the last Leaf action was performed
C	Change existing data
D	Delete entry or entries
E	End MTI session
G	Get entry or entries (must provide full key)
H	Leaf to Help screen
L	Leaf to a default screen or a specified screen and start scanning using corresponding data from the current screen
M	Display More messages
N	Go to screen specified in the SCREEN field and clear the screen
P	Pause and suspend processing, save screen for resuming session later
R	Refill the screen with the next set of records
S	Scan table starting with key values as specified on the first line
T	Scan table starting with the first record (top)
X	Clear the screen except for the key fields on the first line of the screen
Y	Clear the screen completely
Z	Initiate a new MTI session and go to screen specified in the SCREEN field, while saving the current session
<	Display the previous screen
>	Display the next screen

MFASIS MASTER TABLE DIRECTORY

BUDGETING

System Maintained

Table Name	Code	Table Name	Code
Allotment	EALL	Expense Budget Summary	EESM
Appropriation	EAPP, EAP2	Revenue Budget	REVB, REV2
Expense Budget	EEXP, EEX2		

DISBURSEMENTS

Reference

System Maintained

Table Name	Code	Table Name	Code
Agency Contact	ACON	Check Number	CKNO
Automated Disbursement Parameters	ADIS	Warrant Reconciliation WREC	
Vendor Income	VINC		
Check Category	CCAT		
Electronic Funds Transfer	EFTT, EFT2		
EFT Type	EFTA		

EXPENDITURE ACCOUNTING

Reference

Table Name	Code	Table Name	Code
Vendor	VEND, VEN2, VEN3	Recurring PV	REPV
Vendor Text	VTXT	Vendor Sort Name by Vendor	VNA2
		Vendor Sort Name	VNAS
		Vendor Name	VNAM

System Maintained

Table Name	Code
Open Requisition	OPRQ
Open Purchase Order Header	OPOH
Open Purchase Order Line	OPOL
Open PO by Document Number	OPOD
PO by Account Distribution	POAC
Open Payment Voucher Header	OPVH
Open PV Line	OPVL
Open PV by Document Number	OPVD
Open PV by Vendor Name	OPVV
Open Payment Vouchers by Appropriation	OPVA
Open Payment Vouchers by Check Number	OPVC
Open Vendor Invoice Header	OVIH
Payment Voucher Scheduling	SCHD

GENERAL ACCOUNTING

Reference

Table Name	Code	Table Name	Code
Account Type	ACCT	Accounting Period	APRD
Fiscal Year	FSYR	Fund	FUND, FUN2
Fund Type	FTYP	Fund Group	FDGP
Agency	AGCY, AGC2	Fund/Agency	FAGY, FGY2
Organization	ORGN, ORG2	Sub-Organization	SORG
Activity	ACTV, ACT2	Object	OBJT, OBJ2
Object Class	OCLS	Object Type	OTYP
Sub-Object	SOBJ	Balance Sheet Account	BACC, BAC2
Revenue Source	RSRC, RSR2	Revenue Class	RCLS
Revenue Type	RTYP	Revenue Group	RGRP
Sub-Revenue Source	SREV	Bank Account	BANK
General Reporting Category	GRPT	Reporting Category	RPTG
Recurring JV	REJV	Daily Accounts	DACC

System Maintained

Table Name	Code
Balance Sheet Account Balance	BBAL
Document Control	DCTL

REVENUE and RECEIVABLE ACCOUNTING

Reference

Table Name	Code Table	Name	Code
Billing Profile Collection Cycle	BPCC	Billing Profile	BPRO
Customer Text	CTXT	Billing Rate	BRTE
Alternate Customer Code	CUSA	Customer CUST, CUS2	
Dunning Message	DUNN NSF	Customer Name	CUSN
Potentially Uncollectible REs	PUNR	Account Definition	NFAD
Revenue Options	ROPT	Open Receivable Text	RETX
Third Party Billing	TPAR	Statement Hold	STHD
Unit of Measure	UNIT	Third Party/Customer	TPCU

System Maintained

Table Name	Code	Table Name	Code
Customer Document	CDOC	Customer Credit History	CUSC
Customer Financial History	CUSF	Open Receivable Header	OREH
Open Receivable Line	OREL	Open REs by Customer	OREC
Open REs by Due Date	ORED	Payment Detail	PDET
Printed Receivable Statement	PRRE	Recurring Receivable	RERE
	STMT		

FIXED ASSETS

Reference

Table Name	Code	Table Name	Code
Acquisition / Disposition	FADM	Fixed Asset Group Location	FAGL
Threshold Dollars	FATD	Fixed Asset Type	FATP
Fixed Asset Group	FGRP	Fixed Asset Group Class	FGCS
Fixed Asset Location Class	FLCS	Fixed Asset Location Category	FLCT
Fixed Asset Location	FLOC		

System Maintained

Table Name	Code
Fixed Assets by Agency, Location	FAAL
Fixed Assets by Building, Room, Location	FABR
Fixed Assets by Type, Descriptions	FADF
Fixed Assets by Location	FALO
Generated FA Transaction	FAPV
Fixed Asset Summary	FAS1, FAS2
Fixed Assets by Type, Serial Number	FASN
Fixed Asset User Fields	FAUF
Fixed Asset Betterment	FBT1, FBT2
Fixed Asset Location by Category, Class	FLCV
Fixed Asset Location by City/Town	FLSV
Fixed Asset Location by Town, Street	FLTS

GRANTS MANAGEMENT

Reference

Table Name	Code	Table Name	Code
Federal Aid Inference	FAIT	Federal Aid Status	FAST
Federal Agency	FEAG		

System Maintained

Table Name	Code	Table Name	Code
Agency Federal Aid	AGFA, AGF2	Federal Aid Budget Line	FBLT
Government-Wide Federal Aid	GVFA	Federal Aid Federal Fiscal Year	FFFY

PROJECT MANAGEMENT

Reference

Table Name	Code	Table Name	Code
Project Phase	PRPH	Project Status	PRST

System Maintained

Table Name	Code	Table Name	Code
Agency Project	AGPR	Project Budget Line	PRBL, PRB2
Entity-Wide Project	ENPR	Project Fiscal Year	PFYT

OTHER

Table Name
Calendar Date
System Special Accounts
Year End Account Code
Crosswalk

Code
CLDT
SPEC
YACC

Reference

Table Name
System Control Options
Suspense File

Code
SOPT, SOP2
SUSF, SUS2

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

ACTION: R SCREEN: ESUM USERID: ACAV DJWU 09/28/04 12:45:49 PM

EXPENSE BUDGET SUMMARY INQUIRY

BFY= 04 FUND= 014 AGCY= 18A ORG= 1084 ACTV= FUNC=

TOTALS IND:

TOTALS:

OBJ	DESCRIPTION	CURRENT AMT	ENCUMBERED AMT	EXPENDED AMT	AVAILABLE AMT
4103	ACCT/AUDT	0.00	0.00	3,665.10	-3,665.10
4521	ELECTRIC	0.00	0.00	4,429.30	-4,429.30
4711	RPR BLDG	0.00	0.00	2,566.96	-2,566.96
4742	OTHR MAIN	0.00	0.00	1,750.00	-1,750.00
4909	COURIER	0.00	0.00	6.39	-6.39
4921	TRASH REM	0.00	59.50	618.38	-677.88
4986	CLNG/WASH	0.00	0.00	24,068.00	-24,068.00
5201	FUEL OIL	0.00	0.00	12,657.02	-12,657.02

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

ACTION: R SCREEN: RSUM USERID: ACAV DJWU 09/28/04 12:48:06 PM

REVENUE BUDGET SUMMARY INQUIRY

BFY= 04 FUND= 010 AGENCY= 09A ORGANIZATION= 1000 ACTIVITY=

TOTALS IND:

TOTALS:

REV SRCE	DESCRIPTION	CURRENT AMT	RECOGNIZED AMT	AVAILABLE AMT
01- 1694	MISC LIC	0.00	582.00	-582.00
02- 1726	UNDISTR F&W	0.00	14,448,772.26	-14,448,772.26
03- 1785	FUR/SEALS	0.00	1,755.35	-1,755.35
04- 1789	R MOOSE PER	0.00	10,706.00	-10,706.00
05- 1793	SALE/PY STMP	0.00	0.00	0.00
06- 1798	N/R MOOSE	0.00	46,583.00	-46,583.00
07- 1799	R MOOSE APPL	0.00	24,807.00	-24,807.00
08- 2001	MISC FINES	0.00	267.04	-267.04
09- 2012	FINE/IF&W	0.00	562,308.23	-562,308.23
10- 2082	FINE/IF&W WA	0.00	56,284.75	-56,284.75
11- 2526	PRIV CONTRIB	0.00	679.79	-679.79

1 Sess-1 10.10.90.1 EZBSIMLU 1/20

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PR1 PR2 PR3

ACTION: R SCREEN: OP0H USERID: ACAV DJWU 09/28/04 12:50:46 PM

OPEN PURCHASE ORDER HEADER INQUIRY

VENDOR= EUOFME1000 PO NUMBER= 03A NG1003398
NAME: UNIV OF ME SYS

COMMENTS: BUDGET FY: 05
OFFSET RESERVE ACCT: 0313 TYPE:

PO DATE: 07 01 04 PO AMOUNT: 43,339.19
CLOSED DATE: CLOSED AMOUNT: 41,860.06
OUTSTANDING AMOUNT: 1,479.13

1 Sess-1 10.10.90.1 EZBSIMLU 1/10

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PR1 PR2 PR3

ACTION: R SCREEN: OP0L USERID: ACAV DJWU 09/28/04 12:51:00 PM

OPEN PURCHASE ORDER LINE INQUIRY

VENDOR= EUOFME1000 PO NUMBER= 03A NG1003398 LINE NO= 01

FUND: 013 AGENCY: 03A ORG/SUB-ORG: 3006
APPR UNIT: 022 ACTIVITY: FUNCTION:
OBJ/SUB-OBJ: 6401 REPT CAT: JOB NUMBER:
PROJECT:

LINE AMT: 17,380.29 INTERNAL REF FUND/AGCY: /
CLOSED AMT: 17,380.29 LAST REF TRANS NO: PV03AJM04081209
EXPENDED AMT: 17,380.29 LAST REF TRANS DATE: 09 14 04
OUTSTANDING AMT: 0.00 TEXT IND:

DESCRIPTION:

1 Sess-1 10.10.90.1 EZBSIMLU 1/10

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PR1 PR2 PR3

ACTION: SCREEN: OPOL USERID: ACAV DJWU 09/28/04 12:51:12 PM

OPEN PURCHASE ORDER LINE INQUIRY

VENDOR= EUOFME1000 PO NUMBER= 03A NG1003398 LINE NO= 02

FUND: 010 AGENCY: 03A ORG/SUB-ORG: 3004

APPR UNIT: 012 ACTIVITY: FUNCTION:

OBJ/SUB-OBJ: 6401 REPT CAT: JOB NUMBER:

PROJECT:

LINE AMT: 25,958.90 INTERNAL REF FUND/AGCY: /

CLOSED AMT: 24,479.77 LAST REF TRANS NO: PV03AJM4091713

EXPENDED AMT: 24,479.77 LAST REF TRANS DATE: 09 21 04

OUTSTANDING AMT: 1,479.13 TEXT IND:

DESCRIPTION:

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

ACTION: SCREEN: POAC USERID: ACAV DJWU 09/28/04 12:52:36 PM

PO BY ACCOUNT DISTRIBUTION INQUIRY

FUND= 010 AGENCY= 03A ORG/SUB-ORG= 3046

APPR UNIT= 012 ACTIVITY= FUNCTION=

OBJ/SUB-OBJ= 6401 JOB NUMBER= REPT CAT=

PROJECT=

VENDOR	TRANSACTION ID	LI LINE	NE AMOUNT	CLOSED AMOUNT	EXPENDED AMOUNT
E016000005A	PO 03A NG603476	01	3,005.57	3,005.57	3,005.57
E016000007	PO 03A NG903230	02	8,540.50	8,540.50	8,540.50
E016000008	PO 03A NG1203184	01	19,299.24	0.00	0.00
E016000009A	PO 03A NG603441	01	9,500.00	4,750.00	4,750.00
E016000014D	PO 03A NG603477	01	18,525.00	18,525.00	18,525.00

06-*L009 HEADER CHANGE

1 Sess-1 10.10.90.1 EZBSIMLU 1/10

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OPEN PAYMENT VOUCHER HEADER INQUIRY (OPVH)

Open Payment Voucher Header Inquiry (OPVH) contains summary information about payment voucher documents. Most of the information comes from the header part of the payment voucher document. In addition, the total amount closed and the total outstanding amounts are included.

The data is organized by vendor code and voucher number. Entries are added when new payment voucher documents are accepted by the financial system; updates are made when modifications are accepted. The **Closed Amount** and other fields are updated when cash disbursements or manual warrants are processed against the payment voucher document. Vouchers are closed when all lines belonging to the payment voucher are closed in Open Payment Voucher Line Inquiry (OPVL). Entries are deleted at the end of an accounting period when they have been closed for three months. These deletions are done by the monthly clearing process.

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File Edit Transfer Fonts Options Tools View Window Help

PA1 PA2 PA3

ACTION: **R** SCREEN: **OPVH** USERID: **ACAV DJWU** 09/28/04 12:53:57 PM

O P E N P A Y M E N T V O U C H E R H E A D E R I N Q U I R Y

VENDOR= **EDRIV55000** VOUCHER NUMBER= **03C 03MCC0232**

NAME: **DEAD RIVER CO**
ADDRESS: **PO BOX 467**
:
CITY: **SCARBOROUGH** STATE: **ME** ZIP: **04070-0467**

VOUCHER DATE: **08 26 04** VOUCHER TYPE: **1** EFT IND/TYPE: **N /**
SCHED PYMT DATE: **08 26 04** BUDGET FY: **05** HOLD PYMT IND:
OFFSET LIAB ACCT: **0209** FREIGHT IND:
CHECK CATEGORY: SINGLE CHECK IND: **N**

VOUCHER AMOUNT: **1,882.56** TOTAL QUANTITY: **0.000**
DISCOUNT AMOUNT: **0.00** FREIGHT AMOUNT: **0.00**
WITHHELD AMOUNT: **0.00** TAX CODE:
CLOSED AMOUNT: **1,882.56** USE TAX AMOUNT: **0.00**
OUTSTANDING AMOUNT: **0.00** CLOSED DATE: **08 30 04**

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PR1 PR2 PR3

ACTION: R SCREEN: OPVL USERID: ACAV DJWU 09/28/04 12:54:06 PM

OPEN PV LINE INQUIRY (1 OF 2)

VENDOR= EDRIV55000 VOUCHER NO= 03C 03MCC0232
VENDOR INVOICE= 133473 LINE NO: 01
DESCRIPTION: MCC-7/28/04-#309535-55

FUND: 010 AGENCY: 03C ORG/SUB-ORG: 3157 APPR UNIT: 012
ACTIVITY: FUNCTION: OBJ/SUB-OBJ: 4996 REV SRC:
SUB-REV: BS ACCOUNT: REPT-CATEGORY: JOB NO:
PROJECT: FED AID NUMBER:

QUANTITY: 0.000 VOUCHER LINE AMOUNT: 1,113.70
DISCOUNT TYPE: 1 DISCOUNT AMOUNT: 0.00
WITHHELD LINE AMOUNT: 0.00
DISBURSED AMOUNT: 1,113.70
CLOSED AMOUNT: 1,113.70

LAST CHECK/MW NO: AD01424000001 DATE: 08 30 04 NO OF CHECKS WRITTEN: 1
REFERENCE TRANS ID: LINE: COMM LINE: DATE:
REFERENCE VI ID: VI 133473 COMM LINE: DATE:

1 Sess-1 10.10.90.1 EZBSIMLU 1/10

start

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PR1 PR2 PR3

ACTION: R SCREEN: OPVL USERID: ACAV DJWU 09/28/04 12:54:20 PM

OPEN PV LINE INQUIRY (1 OF 2)

VENDOR= EDRIV55000 VOUCHER NO= 03C 03MCC0232
VENDOR INVOICE= 98676 LINE NO: 02
DESCRIPTION: MCC-7/27/04

FUND: 010 AGENCY: 03C ORG/SUB-ORG: 3157 APPR UNIT: 012
ACTIVITY: FUNCTION: OBJ/SUB-OBJ: 5202 REV SRC:
SUB-REV: BS ACCOUNT: REPT-CATEGORY: JOB NO:
PROJECT: FED AID NUMBER:

QUANTITY: 0.000 VOUCHER LINE AMOUNT: 665.79
DISCOUNT TYPE: 1 DISCOUNT AMOUNT: 0.00
WITHHELD LINE AMOUNT: 0.00
DISBURSED AMOUNT: 665.79
CLOSED AMOUNT: 665.79

LAST CHECK/MW NO: AD01424000001 DATE: 08 30 04 NO OF CHECKS WRITTEN: 1
REFERENCE TRANS ID: LINE: COMM LINE: DATE:
REFERENCE VI ID: VI 98676 COMM LINE: DATE:

1 Sess-1 10.10.90.1 EZBSIMLU 1/10

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PR1 PR2 PR3

ACTION: R SCREEN: OPVL USERID: ACAV DJWU 09/28/04 12:54:47 PM

OPEN PV LINE INQUIRY (1 OF 2)

VENDOR= EDRIV55000 VOUCHER NO= 03C 03MCC0232
VENDOR INVOICE= 99234 LINE NO: 03
DESCRIPTION: MCC-8/3/04-#30953555

FUND: 010 AGENCY: 03C ORG/SUB-ORG: 3157 APPR UNIT: 012
ACTIVITY: FUNCTION: OBJ/SUB-OBJ: 5202 REV SRC:
SUB-REV: BS ACCOUNT: REPT-CATEGORY: JOB NO:
PROJECT: FED AID NUMBER:

QUANTITY: 0.000 VOUCHER LINE AMOUNT: 103.07
DISCOUNT TYPE: 1 DISCOUNT AMOUNT: 0.00
WITHHELD LINE AMOUNT: 0.00
DISBURSED AMOUNT: 103.07
CLOSED AMOUNT: 103.07

LAST CHECK/MW NO: AD01424000001 DATE: 08 30 04 NO OF CHECKS WRITTEN: 1
REFERENCE TRANS ID: LINE: COMM LINE: DATE:
REFERENCE VI ID: VI 99234 COMM LINE: DATE:

1 Sess-1 10.10.90.1 EZBSIMLU 1/10

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ORGANIZATION (ORG2)

Organization (ORG2) defines valid organization values and creates agency/organization relationships. Organizations are breakdowns of agencies. Agencies are divided into any number of organizations, and one agency can divide into organizations without requiring other agencies to divide.

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PA1 PA2 PA3

ACTION: **A** SCREEN: **ORG2** USERID: ACAV DJWU 09/28/04 08:42:48 AM

ORGANIZATION

FISCAL YEAR= **05** AGENCY= **01A** ORGANIZATION= **0187**

NAME: **CAPITAL CONSTRUCTION/REPAIRS/I** MANAGER:

LEVEL IND: **04** MULTI-YEAR IND: **N** GRANT IND: **N** EXCLUDE BUDGET PREP:
FUND: ACTIVITY: FUNCTION: PROJECT:
STATUS: **A** APPROVAL: **N** EFFECTIVE FY: INVENTORY IND: **N**

JOB NUMBER REQD ON EXPENSE: SUB-ORG REQD ON EXPENSE:
JOB NUMBER REQD ON REVENUE: SUB-ORG REQD ON REVENUE:

----- BUDGETING ORGANIZATION LEVELS -----
EXPENSE BUDGET ORG LEVEL: **04** REVENUE BUDGET ORG LEVEL: **04**
APPROPRIATION ORG LEVEL: **04** ALLOTMENT BUDGET ORG LEVEL: **04**

----- REPORTING ORGANIZATIONS -----
ORG 1: **04** ORG 2: **01** ORG 3: **001T** ORG 4: **0187**
ORG 5: ORG 6: ORG 7: ORG 8:
ORG 9: ORG 10: ORG 11: ORG 12:

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PA1 PA2 PA3

ACTION: **R** SCREEN: **ORG2** USERID: ACAV DJWU 09/28/04 08:43:24 AM

ORGANIZATION

FISCAL YEAR= **05** AGENCY= **01A** ORGANIZATION= **2001**

NAME: **TOTAL ADMIN. SERVICES** MANAGER:

LEVEL IND: **05** MULTI-YEAR IND: **N** GRANT IND: **N** EXCLUDE BUDGET PREP:
FUND: ACTIVITY: FUNCTION: PROJECT:
STATUS: **A** APPROVAL: **N** EFFECTIVE FY: INVENTORY IND: **N**

JOB NUMBER REQD ON EXPENSE: SUB-ORG REQD ON EXPENSE:
JOB NUMBER REQD ON REVENUE: SUB-ORG REQD ON REVENUE:

----- BUDGETING ORGANIZATION LEVELS -----
EXPENSE BUDGET ORG LEVEL: **05** REVENUE BUDGET ORG LEVEL: **05**
APPROPRIATION ORG LEVEL: **04** ALLOTMENT BUDGET ORG LEVEL: **04**

----- REPORTING ORGANIZATIONS -----
ORG 1: **04** ORG 2: **01** ORG 3: **001T** ORG 4: **0401**
ORG 5: **2001** ORG 6: ORG 7: ORG 8:
ORG 9: ORG 10: ORG 11: ORG 12:

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PA1 PA2 PA3

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6:43 AM

ORGANIZATION INDEX (ORGN)

Organizations are breakdowns of agencies. Agencies are divided into any number of organizations, and one agency can be divided into organizations without requiring other agencies to divide. Organization Index (ORGN) displays valid organization values and displays agency/organization relationships.

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PA1 PA2 PA3

ACTION: R SCREEN: ORGN USERID: ACAV DJWU 09/28/04 08:44:03 AM

ORGANIZATION INDEX

	FY	AGCY	ORG	NAME	MANAGER	STAT	ACTV	FUNC	MY
==	====	====	-----	-----	-----	-----	-----	-----	---
01-	05	01A	0816	FOOD ASSISTANCE PROGRAM		A			N
02-	05	01A	0820	POTATO MARKET IMPROVEMENT FUND		A			N
03-	05	01A	0830	OFFICE OF AGRICULTURAL, NATURA		A			N
04-	05	01A	0831	DIVISION OF PLANT INDUSTRY		A			N
05-	05	01A	0832	OFFICE OF PLANNING, POLICY, LE		A			N
06-	05	01A	0833	DIVISION OF MARKET AND PRODUCT		A			N
07-	05	01A	0860	QUALITY INSPECTION		A			N
08-	05	01A	0894	RURAL REHABILITATION		A			N
09-	05	01A	0925	MAINE FARMS FOR THE FUTURE PRO		A			N
10-	05	01A	0932	DIV OF MKT AND PRODUCTION DEV		A			N
11-	05	01A	0946	ANIMAL WELFARE FUND		A			N
12-	05	01A	0971	BEVERAGE CONTAINER ENFORCEMENT J RICHARDS		A			N
13-	05	01A	2001	TOTAL ADMIN. SERVICES		A			N
14-	05	01A	2002	TOTAL COMMISSIONER'S OFF.		A			N
15-	05	01A	2003	CAPITAL CONSTRUCTION REPAIRS		A			N

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OBJECT CLASS (OCLS)

Object Class (OCLS) defines valid object class values. The actual assignment of objects into classes occurs in Object (OBJT).

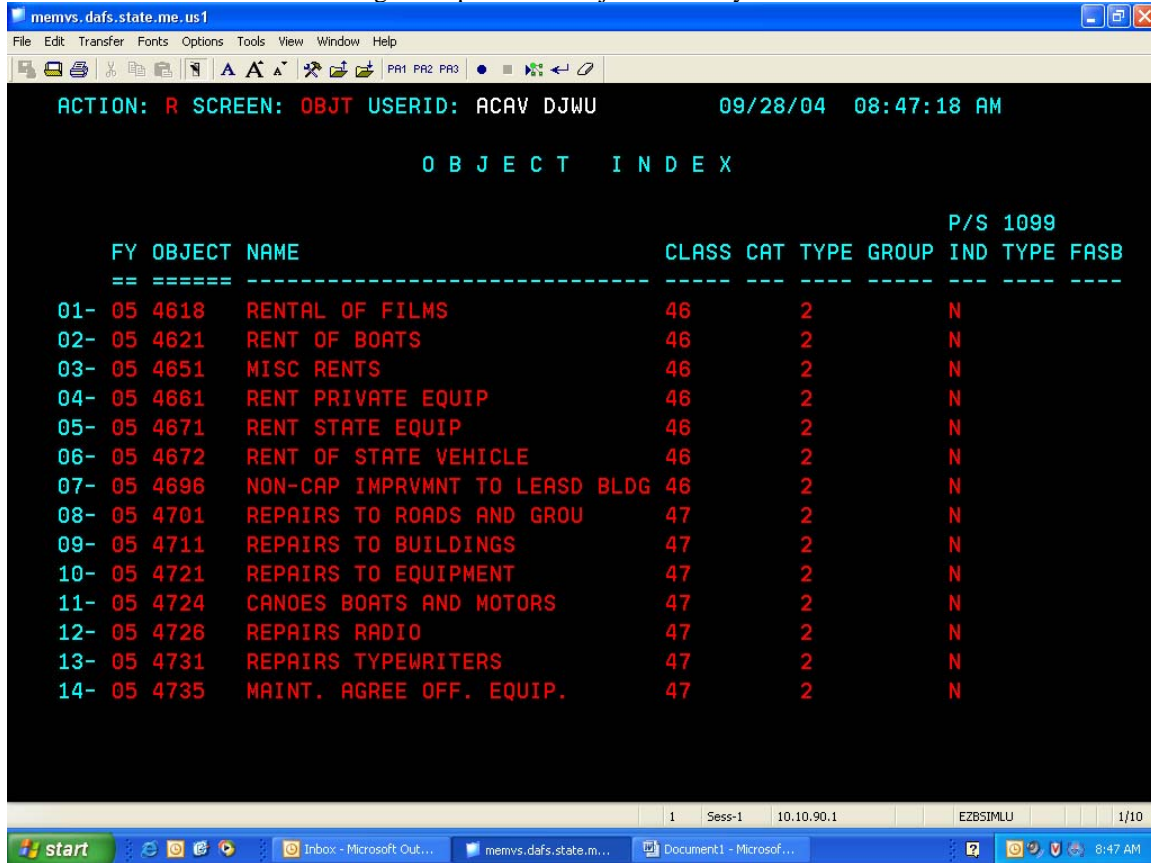
ACTION: R SCREEN: OCLS USERID: ACAV DJWU 09/28/04 08:45:37 AM

O B J E C T C L A S S

FISCAL YEAR	OBJECT CLASS	NAME	SHORT NAME
=====	=====	-----	-----
01- 05	45	UTILITY SERVICES	
02- 05	46	RENTS	
03- 05	47	REPAIRS	
04- 05	48	INSURANCE	
05- 05	49	GENERAL OPERATIONS	
06- 05	50	EMPLOYEE TRAINING	EMPL TRAIN
07- 05	51	COMMODITIES - FOOD	
08- 05	52	COMMODITIES - FUEL	
09- 05	53	TECHNOLOGY	
10- 05	54	CLOTHING	
11- 05	55	EQUIPMENT	
12- 05	56	OFFICE & OTHER SUPPLIES	
13- 05	57	DEPRECIATION	
14- 05	58	HIGHWAY MATERIALS	

OBJECT INDEX (OBJT)

Object Index (OBJT) displays objects that may be used on expense budget and on spending and revenue documents. This screen also displays higher level classifications of the object codes. The object code is the starting point for a classification hierarchy that puts similar objects of expenditure together in progressively larger groups. Object is the level used in the expense budget. Similar objects make an object class, and similar object classes make an object category. Sub-object codes are subdivisions of object codes. An object code is always required. The rest of the hierarchy is used for reporting purposes only and is optional within ADVANTAGE Financial. You might use part of the object hierarchy or none at all.



ACTION: R SCREEN: OBJT USERID: ACAV DJWU 09/28/04 08:47:18 AM

O B J E C T I N D E X

	FY	OBJECT	NAME	CLASS	CAT	TYPE	GROUP	P/S 1099	IND	TYPE	FASB
	==	=====	-----								
01-	05	4618	RENTAL OF FILMS	46		2		N			
02-	05	4621	RENT OF BOATS	46		2		N			
03-	05	4651	MISC RENTS	46		2		N			
04-	05	4661	RENT PRIVATE EQUIP	46		2		N			
05-	05	4671	RENT STATE EQUIP	46		2		N			
06-	05	4672	RENT OF STATE VEHICLE	46		2		N			
07-	05	4696	NON-CAP IMPRVMT TO LEASD BLDG	46		2		N			
08-	05	4701	REPAIRS TO ROADS AND GROU	47		2		N			
09-	05	4711	REPAIRS TO BUILDINGS	47		2		N			
10-	05	4721	REPAIRS TO EQUIPMENT	47		2		N			
11-	05	4724	CANOES BOATS AND MOTORS	47		2		N			
12-	05	4726	REPAIRS RADIO	47		2		N			
13-	05	4731	REPAIRS TYPEWRITERS	47		2		N			
14-	05	4735	MAINT. AGREE OFF. EQUIP.	47		2		N			

REVENUE SOURCE INDEX (RSRC)

Revenue Source Index (RSRC) displays revenue sources that appear in the revenue budget and on revenue transactions. This screen also displays higher level classifications of the revenue source values.

The revenue source code is the starting point for a classification hierarchy that puts similar revenue sources together in progressively larger groups. Revenue source is the level used in the budget. Similar revenue sources make a revenue class, and similar revenue classes make a revenue category. Sub-revenue source codes are subdivisions of revenue source codes. A revenue source code is always required. The rest of the hierarchy is used for reporting purposes only and is optional within the financial system. You might use part of the revenue source hierarchy or none at all.



ACTION: R SCREEN: RSRC USERID: ACAV DJWU 09/28/04 08:56:12 AM

REVENUE SOURCE INDEX

FY	REV SRCE	NAME	CLASS	CAT	TYPE	GROUP	FASB
01-05	2614	CARE AND TREATMENT ARC	26		01	50	
02-05	2615	EXAMINATION OF PLANS	26		01	50	
03-05	2616	MISC RENTS & LEASES	26		01	50	
04-05	2617	AUDITING SERVICES RENDERED	26		01	50	
05-05	2618	ENTRANCE FEES	26		01	50	
06-05	2619	APPLICATION FEES	26		01	50	
07-05	2620	DUPLICATE FEES	26		01	50	
08-05	2621	INSPECTION SERVICES	26		01	50	
09-05	2622	LAB SERVICES RENDERED	26		01	50	
10-05	2623	LEGAL SERVICES RENDERED	26		01	50	
11-05	2624	EXAM FEES	26		01	50	
12-05	2625	HOSPITAL SERVICE RENDERED AMHI	26		01	50	
13-05	2626	MARKETING SERVICES RENDERED	26		01	50	
14-05	2627	MEDICAL SERVICES RENDERED	26		01	50	
15-05	2628	HOSPITAL SERVICE RENDERED BMHI	26		01	50	

REVENUE CLASS (RCLS)

Revenue Class (RCLS) is used to define valid revenue class values. This screen is optional (used for reporting purposes only). The actual assignment of revenue sources into classes occurs on Revenue Source Index (RSRC).

ACTION: R SCREEN: RCLS USERID: ACAV DJWU 09/28/04 09:06:59 AM

REVENUE CLASS

FISCAL YEAR	REVENUE CLASS	NAME	SHORT NAME
01- 05	01	PROPERTY TAXES	
02- 05	02	INHERITANCE, ESTATE	
03- 05	03	GASOLINE TAX	
04- 05	04	INCOME TAX	
05- 05	05	TOBACCO PRODUCTS TAX	
06- 05	06	OTHER SALES TAX	
07- 05	07	CORPORATIONS TAX	
08- 05	08	PUBLIC UTILITIES TAX	
09- 05	09	INSURANCE	
10- 05	10	BANKING	
11- 05	11	ALCOHOLIC BEVERAGES	
12- 05	12	AMUSEMENTS TAX	
13- 05	13	BETTING TAXES	
14- 05	14	SPECIAL PURPOSE LICENSES	

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REVENUE TYPE (RTYP)

Revenue Type (RTYP) defines valid revenue type values. This screen is optional (used for reporting purposes only). The actual assignment of revenue sources into types occurs on Revenue Source (RSR2).

ACTION: S SCREEN: RTYP USERID: ACAV DJWU 09/28/04 08:56:51 AM

REVENUE TYPE

FISCAL YEAR	REVENUE TYPE	NAME	SHORT NAME
01-05	01	TAXES	TAXES
02-05	02	LICENSES AND PERMITS	LICENSES
03-05	03	CHARGES AND FEES	CHARGES
04-05	04	FINES AND FORFEITS	FINES
05-05	05	MISCELLANEOUS REVENUE	MISC REV
06-05	06	GRANTS	GRANTS
07-05	07	INVESTMENTS	INVESTMENTS
08-			
09-			
10-			
11-			
12-			
13-			
14-			

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BALANCE SHEET ACCOUNT INDEX (BACC)

The Balance Sheet Account Index (BACC) screen displays codes for each liability, reserve, or fund balance account in your system.

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PR1 PR2 PR3

ACTION: R SCREEN: BACC USERID: ACAV DJWU 09/28/04 09:06:10 AM

BALANCE SHEET ACCOUNT INDEX

	BS							REPT	CASH	
	FY	ACCT	NAME	CLASS	CAT	TYPE	GRP	CAT	OPT	IND FASB
==	=====	-----	-----	-----	---	----	---	-----	-----	----
01-	05	0001	CASH			01				Y
02-	05	0010	TIME DEPOSITS			01				N
03-	05	0011	ALLOCATED DEPOSITS			01				N
04-	05	0014	CASH IN TRANSIT			01				N
05-	05	0015	DEPOSITS WITH FEDERAL GOVM'T			01				N
06-	05	0017	PETTY CASH AND CHANGE FUND			01				N
07-	05	0018	FISCAL AGENT OR FIDUCIARY CASH			01				N
08-	05	0019	RESERVE DEPOSIT L*A			01				N
09-	05	0020	TAXES RECEIVABLE			01				N
10-	05	0022	BILLED RECEIVABLES			01				N
11-	05	0023	FEDERAL ACCOUNTS RECEIVABLE			01				N
12-	05	0024	DISPLACED HOMEMAKER LOAN			01				N
13-	05	0025	OTHER ACCOUNTS RECEIVABLE			01				N
14-	05	0026	LOAN RECEIVABLE			01				N

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OPEN RECEIVABLE HEADER INQUIRY (OREH)

Open Receivable Header Inquiry (OREH) contains one entry for each Receivable (RE) processed. Document total amounts, as well as header information such as customer data and receivable dates, are stored on this screen.

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ACTION: R SCREEN: OREH USERID: ACAV DJWU 09/28/04 09:15:30 AM

OPEN RECEIVABLE HEADER INQUIRY

RE NUMBER= 18A SCH02005705

BUDGET FY: 02 BILLING CODE: INST

DATE: 11 29 01 AMOUNT: 35,933.73

CLOSED DATE: CLOSED AMOUNT: 17,966.87

DUE DATE: 12 04 01 OUTSTANDING BALANCE: 17,966.86

CMIA SCHEDULE DATE:

FINANCE CHARGE DATE: 09 27 04 LAST CR DATE: 04 16 02 TEXT IND:

TYPE: INSTRUCTION CODE:

CUSTOMER: 18AMSAD #8 THIRD PARTY IND: N

NAME: MSAD #8

DIVISION: GEORGE K JOSEPH, SUPT

ADDRESS: RR 1 BOX 112

:

CITY: VINALHAVEN STATE: ME ZIP: 04863 -

COMMENTS: VINALHAVEN SCHOOL

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PR1 PR2 PR3

ACTION: 1 SCREEN: REL USERID: ACAV DJWU 09/28/04 09:16:01 AM

OPEN RECEIVABLE LINE INQUIRY

RE NUMBER= 18A SCH02005705 LINE NUMBER= 01

FUND: 014 AGENCY: 18A ORG/SUB-ORG: 0057
 APPR UNIT: 01 ACTIVITY: FUNCTION:
 OBJ/SUB-OBJ: REV/SUB-REV: 2496 BS ACCOUNT:
 REPT CAT: JOB NUMBER: PROJECT:
 OFFSET BILL RECV ACCT: 0022

RATE CODE: NUMBER OF UNITS: 0.00 UNIT:

LINE AMOUNT: 35,933.73
 LINE COLLECTED AMOUNT: 17,966.87
 LINE CLOSED AMOUNT: 17,966.87

DESCRIPTION: CONST OF NEW K-12 SCHOOL

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PR1 PR2 PR3

ACTION: R SCREEN: ORED USERID: ACAV DJWU 09/28/04 09:18:16 AM

OPEN RECEIVABLES BY DUE DATE INQUIRY

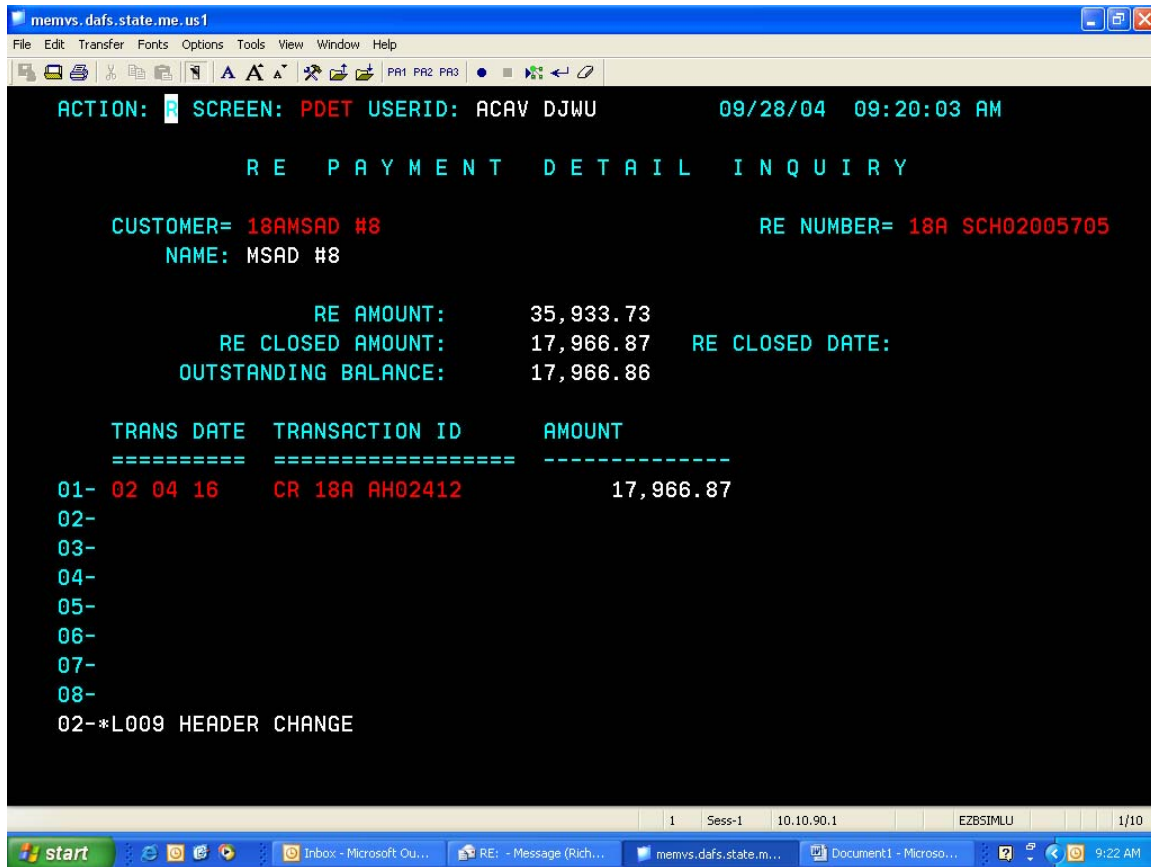
CUSTOMER= 18A10AHHS BILLING CODE= LEAS
 NAME: HEALTH AND HUMAN SERVICES

	DUE DATE	RE NUMBER	OUTSTANDING BALANCE	RE DATE	COLLECT STATUS	DISPUTE IND
01-	04 09 06	18A 1493ADDSF	244.41	08 27 04		N
02-	04 09 06	18A 153105Q1	4,519.17	08 27 04		N
03-						
04-						
05-						
06-						
07-						
08-						
09-						
10-						
11-						
03-*L009 HEADER CHANGE						

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SUSF Understanding

- Suspense File (SUSF) contains all of current MFASIS documents.
 - Use to create new documents (single document or a batch), open existing documents, approve/schedule documents, suspense/hold documents, or delete documents.
 - Header description
 - SEL – selects the document by placing an ‘x’ in this field.
 - Batch/Document type PV, P9, JV, RE, RM, PJ, etc.
 - Agency
 - Batch ID number – up to six character/number combination that is unique to the system to identify the batch.
 - Document ID number – up to eleven character/number combination that is unique to the system to identify the document. Travel vouchers must start with ‘TR’.
 - STAT is the status of the document (PEND1, 2, 5, SCHED, DELET, REJCT, ACCPT, and HELD).
 - APPRV is the level of approval required or applied.
 - Last Date is the last modification date of the document.
 - Last User is the user name that last modified the document.
 - Action field is for the overall operation to the Screen defined.
 - Function field relates to the individual document.
- To perform a function on the SUSF screen:
 - Leave S (Scan) or R (Refill) in the Action field.
 - Type the appropriate command in the Function field.
 - Select batch(es) or documents(s) by either:
 - Typing and X in the Selection (SEL) field next to each batch or document you are interested in.
 - Typing the Document ID and, if applicable, the Batch ID of a particular batch or document in the Selection Line.
 - Press <Enter>.
- To access a batch or document screen from the Suspense File (SUSF) screen:
 - Type S (scan) in the Action field.
 - Position the cursor on the line displaying the batch or document you are interested in.
 - Press <Enter>.

Document and SUSF Status Codes: (STAT)

ACCPT	The batch or document has been processed and accepted.
BHELD	The batch containing this document has been put on hold. The document will not be processed until you change the status of the batch.
BSCHD	The batch containing this document has been scheduled for offline processing.
DELET	This batch or document has been marked for deletion.
HELD	This batch or document has been put on hold. It will not be processed until you change the status.
PEND1	The document has been processed and is pending level 1 approval.
PEND2	The document has been processed and is pending level 2 approval.
PEND5	The document has been processed and is pending level 5 approval.
REJCT	The batch or document has been processed and rejected due to header errors.
SCHED	The batch or document has been scheduled for offline processing.

Document and SUSF approval codes: (APPRV)

Y = Yes, document has been approved at this level.

A = document needs approval at this level in order to process.

0 = doesn't need approval at this level.

Level 1 approval is the person entering the document.

Level 2 approval is the person approving the document.

Level 3 and 4 are not used – Should be 00.

Level 5 approval is the Controllers Office.

Payment Voucher (PV)

➤ PV

- Batch documents by under \$2,500 and another batch over \$2,500 (except PV type 9)
- All payment documents must be signed by an approved signer
 - If the invoice is a photocopy, then must write on invoice 'Use as Original'.
 - Invoice must have name, address, date of invoice, list of products or services purchased.
 - No sales tax should be charged to the state.
 - State's tax exempt number is 01-6000001.
- Documents under \$2,500 can be approved at agency level and after the documents have 'ACCPT' status on MFASIS, then forward the documents to A&C Records Section
- Documents over \$2,500 must be forwarded to A&C for final approval after 2nd level is applied.

➤ To create a new PV document

- Go to SUSF (N-action SUSF-screen)
- To tell MFASIS a new document is needed, type 'N' in the Function field.
- Tab to the field under Document Type.
 - TYPE = PV
 - AGCY = 01A
 - NUMBER = TESTDOC1
 - Press 'Enter'
- This is the PV input form header screen
 - From the approved invoice enter:
 - Document Total
 - Vendor Code
 - Check Category (optional)
 - Single Check Flag (optional)
 - Press 'Enter'
- This is the PV input form line screen
 - For Open Market payment:
 - Ln No
 - Vendor Invoice
 - Description
 - Fund
 - Agcy
 - Org
 - Approp Unit
 - Obj
 - Amount

- Continue on line 02 for next line of coding (if needed).
 - To enter in more lines, press 'Enter' after line 02 is completed.
 - For Purchase Order payment (PO):
 - Ln No
 - CD = 'po'
 - Reference Number is the Agency Number and the contract PO number
 - LN is the line number on the PO to be paid from.
 - Vendor Invoice
 - Description
 - Amount
 - I/D is to increase the payment amount no more than 10% over the PO amount for the current year.
 - P/F is to indicate partial payment of the contract or if it's the final payment on the contract. Required field.
 - The accounting fields will be automatically populated based on the PO Reference Number and Line Number provided.
- To quick edit and place your approval on the single document
 - To save this document - In Function type 'se'
 - To edit this document - In Function type 'ed'
 - This will show any errors at the bottom of the screen
 - 'E' are errors; 'W' are warning
 - To view description of error message
 - ◆ Place cursor on the error message and press enter
 - ◆ To return to document - In Action type 'p'
 - To approve this document - In Function type 'a+'
 - Use 'a-' to un-approve this document
 - To exit this document and return to SUSF-In Function type 'e'

RECORDS TRANSMITTAL FORM OVER \$2,500.00

Agency:

Preparer's Name:

Phone Number:

Date Entered into MFASIS:

Batch Number:

Beginning ID Number:

Ending ID Number:

Number of Documents:

Total \$ Amount:

RECORDS TRANSMITTAL FORM UNDER \$2,500.00 & P9s

Agency:

Preparer's Name:

Phone Number:

Date Entered into MFASIS:

Date Verified on SUSF:

Beginning ID Number:

Ending ID Number:

Number of Documents:

Payment Voucher type 9 (P9)

- To create a new P9 document
 - Go to SUSF (N-action SUSF-screen)
 - To tell MFASIS a new document is needed, type 'N' in the Function field.
 - Tab to the field under Document Type.
 - TYPE = P9
 - AGCY = 01A
 - NUMBER = TESTDOC2
 - Press 'Enter'
 - This is the P9 input form header screen
 - Using the approved RE invoice, enter:
 - PV TYPE: = 9
 - Document Total
 - Press 'Enter'
 - This is the P9 input form line screen
 - Using the approved RE invoice, enter:
 - Ln No
 - Fund
 - Agcy
 - Org
 - Approp Unit
 - Obj
 - Amount
 - Press 'Enter' for line 02 of coding (if needed).
 - The last line would include:
 - ◆ Ln No
 - ◆ CD = RE
 - ◆ REFERENCE NUMBER = RE Number on invoice.
 - ◆ LN = line number reference on the RE invoice
 - ◆ Amount
 - To quick edit and place your approval on the single document
 - To save this document - In Function type 'se'
 - To edit this document - In Function type 'ed'
 - This will show any errors at the bottom of the screen
 - 'E' are errors; 'W' are warning
 - To view description of error message
 - ◆ Place cursor on the error message and press enter
 - ◆ To return to document - In Action type 'p'
 - To approve this document - In Function type 'a+'
 - Use 'a-' to un-approve this document
 - To exit this document and return to SUSF-In Function type 'e'

Journal Voucher (JV)

- Journal Vouchers are reviewed to determine:
 - ✓ Whether documents are correctly coded.
 - The 2983 - 2988 series of Revenue Source codes are for use with Fund 013 & 015 only. Use 2963 -2968 series of Revenue Source codes for other Funds.
 - For 29XX journals (EXCEPT 2953, 2955, or 2957), the debits and credits must be either one-to-one with mirrored amounts, one-to-many, or many-to-one format to be processed on the Budget System.
 - ✓ Whether documents require Budget approval.
 - All General Fund (010) Personal Services journals except Delta Dental (3905) and Workers Comp Restoration JVs must be sent to the Budget Office.
 - Journals that contain 29xx coding between the General Fund (010) and any other Fund must also be sent to the Budget Office.
 - ✓ Whether all supporting documentation is attached.
 - If the JV transaction is used by an Agency to charge another Agency for services, goods, etc., make sure approval from the Agency being charged is attached.
 - Entries to Balance Sheet Accounts 0110 through 0119 require supporting Fixed Asset numbers and copies of the FA, FB or FC documents that generated the adjustment.
 - If the back-up documentation contains confidential information that cannot be released, the law establishing confidentiality must be cited in the explanation portion of the journal.
 - If the supporting documentation consists of a report that is extremely lengthy (more than 500 pages), the summary page can be submitted in place of the entire report.
 - ✓ Journals should contain a clear, understandable explanation of the transaction and provide dates and Doc ID #s of any transactions they are correcting. There needs to be proper justification and clear documentation for how the dollar amounts were calculated.

Justification: We need enough information so that a person with basic accounting knowledge can understand the reason for the journal. Example: "This JV moves funds from account x to account y because of incorrect coding. The incorrect coding was discovered because account x does not provide that type of service." Or "This allocates the monthly DICAP charges as approved by USDEP. DICAP is the department's plan to allocate indirect costs. The rate for this account is xx%."

Calculation: We need enough information so that a person with basic accounting knowledge can understand how the journal amounts were calculated. There should be documentation attached to support the journal calculation. Support includes, but is not limited to, data warehouse queries; excel spreadsheets, report totals from databases, etc. It is not necessary to send a 100 page report.

- To create a new JV document
 - Have a hard copy of the signed/approved journal to input from.
 - Go to SUSF (N-action SUSF-screen)
 - To tell MFASIS a new document is needed, type 'N' in the Function field.
 - Tab to the field under Document Type.
 - TYPE = JV
 - AGCY = 01A
 - NUMBER = TESTDOC3
 - Press 'Enter'
 - This is the JV input form, enter:
 - JV date = today's date
 - Total debit and credit amounts
 - AC TP =
 - 01 = balance sheet asset
 - 02 = balance sheet liability
 - 03 = balance sheet equity
 - 22 = cash expenditure
 - 24 = non-cash expenditure
 - 31 = revenue
 - Populate the accounting code and debit/credit amount
 - Continue to enter the AC TP, accounting code, and debit/credit amount until all lines are entered.
 - To quick edit and place your approval on the single document
 - To save this document - In Function type 'se'
 - To edit this document - In Function type 'ed'
 - This will show any errors at the bottom of the screen
 - 'E' are errors; 'W' are warning
 - To view description of error message
 - ◆ Place cursor on the error message and press enter
 - ◆ To return to document - In Action type 'p'
 - To approve this document - In Function type 'a+'
 - Use 'a-' to un-approve this document
 - To exit this document and return to SUSF-In Function type 'e'

EAP2 (Cash/Appropriation) Screen

Amounts and set-ups on this screen are changed by an AP document. Some fields can also be changed with a JV. Any changes done to appropriation amounts must also be done on the Budget side or the two systems will be out of balance.

Whenever the Budget Office sends a copy of a law authorizing a new appropriation, an AP transaction is done to set up the approp. A journal is then entered to transfer the amount from Unappropriated Surplus (0302) to Appropriation (0248). Debit 0302, Credit 0248.

To determine whether an account is carrying or lapsing look at the "Appr Type" field on the screen displaying the appropriate approp unit for the fund. For Funds 010 and 012, look at the screen for the three-digit approp unit, i.e. 011, 012 etc. For all other funds, look at the screen for the two digit approp unit. A **"01"** indicates a lapsing account, a **"04"**, a carrying account.

The "Bud Auth Op" field controls the calculation of the "Bud Auth" field. If the flag is an **"A"**, actual receipts are used in the calculation. If the flag is an **"E"**, the account estimated its revenue for the year. The calculation will use the amount shown in the "Cur Est" field to arrive at "Bud Auth". If the flag is an **"N"**, the amount shown in the "Approp:Cur" field is used in the calculation.

Amounts shown in the "Bud Auth" field, total budgeted authority, are the amounts which control spending in each account. The amounts are calculated as follows:

For an account with an **"A"** flag "Bud Auth" equals: Beginning Cash Balance, plus Transfers In, less Transfers Out, plus Actual Revenue.

For an account with an **"E"** flag "Bud Auth" equals: Beginning Cash Balance, plus Transfers In, less Transfers Out, plus Estimated Revenue.

For an account with an **"N"** flag "Bud Auth" equals: Beginning Cash Balance, plus Transfers In, less Transfers Out, plus Current Appropriation.

To determine cash available in an account in Funds 013 through 019, use the screen displaying the 2-digit approp unit, and look at the "Unappropriated" field, located at the bottom of the screen.

The "Beginning Cash Balance" field contains the unexpended balance rolled forward from the previous year for those accounts that are carrying accounts. The amounts roll forward as AP documents.

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ACTION: R SCREEN: EAP2 USERID: FIBC SOAL 05/18/04 03:02:41 PM

A P P R O P R I A T I O N I N Q U I R Y (E X T E N D E D)

BUDGET FY= 04 FUND= 010 AGENCY= 10A ORGANIZATION= 0129 APPR UNIT= 01
 APPR TYPE: 01 MY IND: N STATUS: A APPR END DATE: 06 30 04 BUD AUTH OPT: A
 APPR NAME: BUR OF MEDICAL SERVICE APPR SHORT NAME: BUR OF MEDIC

RECEIPTS: ORIG EST: 0.00 CUR EST: 0.00 ACT: 411,133.40
 APPROP: ORIG: 0.00 CUR: 0.00 BEG DAY: 0.00

BEGIN CASH BAL: 0.00 REVERTED AMT: 0.00
 TRANSFER IN AMT: 0.00 TRANSFER OUT AMT: 0.00

BUD AUTH: 411,133.40 ALLOT: 0.00 EXP BUD: 0.00

CURRENT AMOUNTS BEGIN DAY AMOUNTS

PRE-ENCUMBERED AMT: 0.00 0.00
 ENCUMBERED AMT: 0.00 0.00
 EXPENDED AMT: 9,375,061.06 4,067,082.75

UNOBLIGATED: -8,963,927.66 / ***** % UNEXPENDED: -8,963,927.66 / ***** %

4-@ 1 Sess-1 10.10.90.1 MEDP0037 24/1

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The following are applicable to the General Fund and the Highway Fund:

1) APPR UNIT

The two digit level tracks revenue received and the sum of expenditures for all line categories in the account.

2) ACT (Actual)

This figure represents the sum of actual receipts deposited into the account using a revenue source code.

3) EXPENDED AMT

This figure represents the total amount expended in the account in all line categories.

ACTION: R SCREEN: EAP2 USERID: FIBC SOAL 05/18/04 03:03:09 PM

A P P R O P R I A T I O N I N Q U I R Y (E X T E N D E D)

BUDGET FY= 04 FUND= 010 AGENCY= 10A ORGANIZATION= 0129 APPR UNIT= 012
 APPR TYPE: 01 MY IND: N STATUS: A APPR END DATE: 06 30 04 BUD AUTH OPT: N
 APPR NAME: BUR OF MEDICAL SERVICE APPR SHORT NAME: BUR OF MEDIC

RECEIPTS: ORIG EST:	0.00	CUR EST:	0.00	ACT:	0.00
APPROP: ORIG:	6,348,280.00	CUR: 6,335,931.00	6,335,931.00	BEG DAY:	6,335,931.00
BEGIN CASH BAL:	1,005,860.98	REVERTED AMT:	0.00		
TRANSFER IN AMT:	0.00	TRANSFER OUT AMT:	548,968.00		
BUD AUTH:	6,792,823.98	ALLOT:	6,792,823.98	EXP BUD:	0.00

	CURRENT AMOUNTS	BEGIN DAY AMOUNTS
PRE-ENCUMBERED AMT:	10,824.45	10,824.45
ENCUMBERED AMT:	981,164.75	981,164.75
EXPENDED AMT:	5,808,075.73	5,808,075.73

UNOBLIGATED: 3,583.50 / 0.06 % UNEXPENDED: 984,748.25 / 14.50 %

4-@ 1 Sess-1 10.10.90.1 MEDP0037 24/1

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1) APPR UNIT

The third digit indicates line category. 1 = Personal Services; 2 = All Other; 3 = Capital; 4 = Unallocated.

2) APPR TYPE

Indicates carrying or lapsing at the line category level as determined by law. 01 = lapsing; 04 = carrying.

General Fund and Highway Fund lapse or carry at the line category level. The two digit appr unit type in these funds is always 01.

3) APPROP (Appropriation/Allocation)

ORIG: This figure represents the appropriation/allocation originally approved as part of the biennial budget bill.

CUR: This figure represents the original appropriation/allocation plus any additional appropriations/allocations or deappropriations/deallocations from subsequent bills.

4) BEGIN CASH BAL (Beginning Cash Balance)

This figure represents the encumbrances brought forward from the previous fiscal year. If the APPR TYPE is 04, any unspent appropriation/allocation from the previous fiscal year is also included in this figure.

5) TRANSFER IN/OUT AMT

These figures represent transfers of appropriation/allocation authorized by financial order.

6) BUD AUTH (Budget Authority)

This figure represents Current Appropriation + Beginning Cash Balance + Transfers IN/OUT and controls the amount that can be expended/encumbered.

7) ALLOT (Allotment)

This figure represents the total allotment from the basic work program, encumbrances brought forward, and all financial orders approved in the fiscal year.

8) ENCUMBERED AMT

This figure represents the total amount of encumbrances, including the encumbrances brought forward in the Beginning Cash Balance.

9) EXPENDED AMT

This figure represents the total amount expended in the line category for the account.

10) UNOBLIGATED

This figure represents Budget Authority less the expended and encumbered amounts.

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ACTION: R SCREEN: EAP2 USERID: FIBC SOAL 05/18/04 02:42:40 PM

A P P R O P R I A T I O N I N Q U I R Y (E X T E N D E D)

BUDGET FY= 04 FUND= 013 AGENCY= 10A ORGANIZATION= 0129 APPR UNIT= 01
 APPR TYPE= 04 MY IND: N STATUS: A APPR END DATE: 06 30 04 BUD AUTH OPT: E
 APPR NAME: BUREAU OF MEDICAL SERVICES APPR SHORT NAME: BUREAU OF ME

RECEIPTS: ORIG EST: 0.00 CUR EST: 40,337,076.00 ACT: 32,464,082.25
 APPROP: ORIG: 0.00 CUR: 0.00 BEG DAY: 0.00

BEGIN CASH BAL: 86,830.99 REVERTED AMT: 0.00
 TRANSFER IN AMT: 0.00 TRANSFER OUT AMT: 0.00

BUD AUTH: 40,423,906.99 ALLOT: 0.00 EXP BUD: 0.00

CURRENT AMOUNTS **BEGIN DAY AMOUNTS**

PRE-ENCUMBERED AMT: 0.00 0.00
 ENCUMBERED AMT: 0.00 0.00
 EXPENDED AMT: 33,743,583.81 13,018,615.60

UNOBLIGATED: 6,680,323.18 / 16.53 % UNEXPENDED: 6,680,323.18 / 16.53 %

4-@ 1 Sess-1 10.10.90.1 MEDP0037 24/1

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The following are applicable to the Federal Expenditures Fund, the Other Special Revenue Fund and the Federal Block Grant Fund:

1) APPR UNIT

The two digit level tracks any revenue received and the sum of expenditures for all line categories in the account.

2) APPR TYPE

Is always carrying (04) at the two digit level for these funds and always lapsing (01) at the line category level.

3) BUD AUTH OPT (Budget Authority Option)

Indicates Actual (A) or Estimated (E) receipts.

When the option is A, actual receipts are necessary to expend from the account.

When the option is E, actual receipts are recorded, but the amount of the estimated receipts (as determined by

Accounts and Control) are necessary to expend for the account.

4) CUR EST (Current Estimated)

This figure represents the amount entered by Accounts and Control and controls the expenditures if the Budget Authority Option is E.

5) ACT (Actual)

This figure represents the sum of actual receipts deposited into the account using a revenue source code and controls the expenditures if the Budget Authority Option is A.

6) BEGIN CASH BAL (Beginning Cash Balance)

This figure represents any unspent revenue from the previous fiscal year.

7) BUD AUTH (Budget Authority)

This figure represents the total of receipts (either Actual or Estimated) plus the Beginning Cash Balance.

8) EXPENDED AMT

This figure represents the total amount expended in the account in all line categories.

9) UNOBLIGATED

This figure represents Budget Authority less the expended amounts.

(encumbrances do not reduce revenue and are not recorded as in General and Highway Funds)

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ACTION: R SCREEN: EAP2 USERID: FIBC SOAL 05/18/04 02:43:48 PM

APPROPRIATION INQUIRY (EXTENDED)

BUDGET FY= 04 FUND= 013 AGENCY= 10A ORGANIZATION= 0129 APPR UNIT= 012
 APPR TYPE: 01 MY IND: N STATUS: A APPR END DATE: 06 30 04 BUD AUTH OPT: N
 APPR NAME: BUREAU OF MEDICAL SERVICES APPR SHORT NAME: BUREAU OF ME

RECEIPTS: ORIG EST: 0.00 CUR EST: 0.00 ACT: 0.00
 APPROP: ORIG: 24,338,815.00 CUR: 24,338,815.00 BEG DAY: 24,338,815.00

BEGIN CASH BAL: 4,533,609.61 REVERTED AMT: 0.00
 TRANSFER IN AMT: 0.00 TRANSFER OUT AMT: 12,000.00

BUD AUTH: 28,860,424.61 ALLOT: 33,877,530.61 EXP BUD: 0.00

	CURRENT AMOUNTS	BEGIN DAY AMOUNTS
PRE-ENCUMBERED AMT:	0.00	0.00
ENCUMBERED AMT:	6,222,109.41	6,222,109.41
EXPENDED AMT:	25,167,296.12	25,167,296.12

UNOBLIGATED: -2,528,980.92 / -8.76 % UNEXPENDED: 3,693,128.49 / 12.80 %

4-@ 1 Sess-1 10.10.90.1 MEDP0037 24/1

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1) APPR UNIT

The third digit indicates line category.

1 = Personal Services; 2 = All Other; 3 = Capital; 4 = Unallocated.

2) APPR TYPE

Is always lapsing at the line category level.

3) APPROP (Appropriation/Allocation)

ORIG: This figure represents the allocation originally made as part of the basic work program.

CUR: This figure represents the total of the original allocation and any additional allocations or deallocations.

4) BEGIN CASH BAL (Beginning Cash Balance)

This figure represents the encumbrances brought forward from the previous fiscal year.

5) TRANSFER IN/OUT AMT

These figures represent transfers of allocation made by financial order. Only transfers from/to the General

Fund and Highway Fund are recorded here, NOT transfers of revenue between other funds.

6) BUD AUTH (Budget Authority)

This figure represents Current Appropriation + Beginning Cash Balance + Transfers IN/OUT and controls the amount that can be expended/encumbered.

7) ALLOT (Allotment)

This figure represents the total allotment from the basic work program, encumbrances brought forward, and all financial orders approved in the fiscal year.

8) ENCUMBERED AMT

This figure represents the total amount of encumbrances, including the encumbrances brought forward in the Beginning Cash Balance.

10) EXPENDED AMT

This figure represents the total amount expended in the account.

11) UNOBLIGATED

This figure represents Budget Authority less the expended and encumbered amounts.

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ACTION: R SCREEN: EALL USERID: FIBC SOAL 05/18/04 03:03:39 PM

ALLOTMENT INQUIRY (EXTENDED)

BUDGET FY= 04 FUND= 010 AGENCY= 10A ORGN= 0129 APPR UNIT= 012

	ALLT PRD	ALLOTMENT AMT	PRE-ENCUMBERED AMT	ENCUMBERED AMT	EXPENDED AMT
01-	041	4,969,267.98	7,317.45	3,283,006.99	1,686,260.10
		UNOBLIGATED:	0.89	UNEXPENDED:	3,283,007.88
02-	042	586,811.00	0.00	-938,854.80	1,525,665.00
		UNOBLIGATED:	0.80	UNEXPENDED:	-938,854.00
03-	043	592,065.00	3,507.00	-964,649.38	1,556,713.57
		UNOBLIGATED:	0.81	UNEXPENDED:	-964,648.57
04-	044	644,680.00	0.00	-398,338.06	1,039,437.06
		UNOBLIGATED:	3,581.00	UNEXPENDED:	-394,757.06
05-		UNOBLIGATED:		UNEXPENDED:	
06-		UNOBLIGATED:		UNEXPENDED:	

05-*L009 HEADER CHANGE

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This screen calculates/reads the same for all funds, all line categories.

1) ALLT PRD (Allotment Period)

The first two digits indicate the fiscal year, and the third digit indicates the quarter.

041 = Fiscal Year 2004, Quarter 1

2) ALLOTMENT AMT

This figure represents the quarterly allotment amount and is affected by most financial transactions, but mainly financial orders and budget orders. The first quarter allotment includes allotment for encumbrances brought forward from the previous fiscal year.

3) PRE-ENCUMBERED AMT

This figure represents the amount of pre-encumbrances made in the quarter. This is a memo entry only and is not included in any calculations on this screen. When an encumbrance is processed that references a pre-encumbrance, this line is reduced and the encumbered amount is increased.

4) ENCUMBERED AMT

This figure represents the amount of encumbrances processed in the quarter. The first quarter encumbered amount includes encumbrances brought forward from the previous fiscal year. When a payment is made against an encumbrance, this line is reduced and the expended amount is increased.

5) EXPENDED AMT

This figure represents the amount of expenditures for the quarter.

6) UNOBLIGATED AMT

This figure represents the Allotment Amount, less the Encumbered Amount, less the Expended Amount.

7) UNEXPENDED AMT

This figure represents the Allotment Amount, less the Expended Amt.

INTEROFFICE MEMORANDUM

TO: All State Departments and Agencies

FROM: Laurie A. Andre, Supervisor General Accounting

DATE: June 10, 2004

SUBJECT: Vendor Forms

1. Please destroy all previous blank vendor forms and use only this updated form.
"Old" forms that have already been distributed will be accepted until the end of this fiscal year only. After 7/1/2004, we will no longer accept the old form.
2. We will no longer accept faxed forms. We are required to keep the original on file. Agencies may want to keep a copy of the completed form in their files.
3. Make sure the form is filled out completely and is typed or printed clearly.
 - a. New Vendors: Vendors are to fill out one form as a new vendor.
 - i. Only check "NEW VENDOR" if it's truly new.
 - ii. Check "NEW VENDOR" if it's not currently known to MFASIS.
 - iii. Agencies are responsible for verifying that the vendor is not already in MFASIS.
 - b. Vendor changes: Vendors are to complete one form to notify us of the following changes:
 - i. Change in remit to address.
 - ii. Change in name, business name and/or Doing Business As name.
 - iii. Changing from a SSN to an EIN. (new number at the top, old number in "OLD" section of form.)
 - iv. Change in contact information.
 - c. Unclear or illegible forms will be returned to the agency listed at bottom of form, via inter- office mail or U.S. Postal Service.
 - d. Do not send new form for erroneous keying errors (typo), please email fix with ID# to current vendor entry person.
4. Current vendor forms are located at our web site:
www.state.me.us/bac/vendors/forms.htm
5. Forms are entered in the order in which they are received. Please allow 5 business days from date sent for Vendor Updates.
6. State employees must use their home mailing address. Any worksite address for state employees will not be accepted.

State of Maine
VENDOR FORM

For New Vendors & for Updates on Current Vendors

Special Instructions:

PLEASE PRINT CLEARLY

Return this form to:

*** = MUST BE COMPLETED TO PROCESS**

ONLY ONE NAME/VENDOR PER FORM

New Vendor <input type="text"/>	Address Change <input type="text"/>	Multi Address <input type="text"/>	Name Change <input type="text"/>	Contact Update <input type="text"/>	ID # Change <input type="text"/>
Social Security Number* Individual or Sole Proprietor S#			<u>OR</u> Please fill in ONE.	Federal Taxpayer ID Number* Corporation E#	

Business name in "DBA" field below. Business name in "Name" field below.

This form will affect all transactions with ALL state agencies.

NEW:* Remit to Address: Individual or Business Name. Name* DBA or C/O Address* Tel #*	OR	OLD: Old number: Name DBA or C/O Address Tel #
---	-----------	--

<input type="checkbox"/> Is this the same name on your Social Security card? <input type="checkbox"/> If not, have you told Social Security about your name change?	Acct # <input type="text"/> Provider # <input type="text"/>
--	--

Signature* _____

Contact Name _____

Print Name or Title _____

Accounts Receivable Contact Name _____

Date* _____ (within 3 months)

Phone # if Different or for Contact Info _____

Vendor Indicators: Enter Y (Yes) For All Categories Listed Below That Apply To This Vendor					
Dealer: <input type="text"/>	Manufacturer: <input type="text"/>	Factory Rep: <input type="text"/>			
Jobber: <input type="text"/>	Retailer: <input type="text"/>	Commodity: <input type="text"/>			
Individual: <input type="text"/>	Partnership: <input type="text"/>	Incorporated: <input type="text"/>			
Minority: <input type="text"/>	Small Business: <input type="text"/>	In-State: <input type="text"/>			

Information on State Agency Submitting Vendor Form

Vendor Form Instructions

1. Print Clearly
2. Fill out form completely
3. Don't send this page
4. Don't fax form
5. Send only original ~ Send to Agency requesting information

<u>FIELDS</u>	<u>INFO NEEDED FOR FIELD</u>
<i>Special Instructions</i>	<i>Instructions to Vendor from Agency requesting information.</i>
<i>Return to</i>	<i>The location of agency where the form is to be mailed back to. If none use address at bottom of form.</i>
Boxes above SSN/EIN Fields	Please check mark all that apply to the vendor. If other, please specify. If it's a new vendor only one will apply: "New Vendor"
Social Security	Individuals, individuals "doing business as", and individuals without a Federal Taxpayer ID #. Use if not using EIN
Federal Taxpayer ID	Businesses or professionals providing services. (ID # needs to be use for REMITTANCE purposes.) Use if not using SSN
New	Current Information
Old	Old information (If another ID# had been used please put it next to "OLD")
Name	Individual's Name or Business Name. ONLY ONE name per a form.
DBA or C/O	"Doing business as" or "In Care Of"
Address	REMITTANCE ADDRESS - Street Address OR PO Box (one or the other)
Tel #	Phone Number of individual or business
Signature	Individual or authorized representative of individual or authorized representative of the business
Date	Current Date (no more than 3 months old)
Contact Name	Contact person at business
Act Rec Contact Name	Contact person at business for accounts receivables.
Phone #	Phone for Act Rec Contact
Vendor Indicators	Indicate all that apply for the vendor, as needed
<i>Agency Info</i>	<i>For Agency personnel submitting the form. Contact info incase of questions.</i>

VNAM

This screen looks up vendors by first name. Example: search for John. The search can be narrowed by adding middle initial or first letter of last name. Results will depend on how the vendor was entered into the system. Example: search for John A Allen will pull up different results than a search for John A or John Allen. (can look up by company name.)

ACTION: R SCREEN: VNAM USERID: ACAP XJSY 04/09/04 01:45:00 PM

VENDOR NAME INQUIRY

VENDOR NAME	VENDOR
01- JOHN (JAY) R PEAHEY JR	S004686511
02- JOHN & HILDRETH HAMPSHIRE INST	E010512681
03- JOHN & JANE MCTHENY	E010393572
04- JOHN & LINDA WOOD	E010458031
05- JOHN & NANCY DOYLE	E010517088
06- JOHN & PATRICIA GABALDON	E930874443
07- JOHN A ABBOTT II	S005741894
08- JOHN A ADAMS	S005427770
09- JOHN A ADAMSON	S564563508
10- JOHN A ALIBERTI	S010125913
11- JOHN A ALLEN	S006685462
12- JOHN A ALLEY	S004507601
13- JOHN A AMATO JR	S043681147
14- JOHN A ARNESS	S223365980
15- JOHN A ATER	E010441599

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VNAS

This screen looks up vendors by last name or company name. Example: search for Allen, brings up last names. A search for Allen brings up company names starting with Allen. Adding the first initial will narrow the search. This is the most helpful screen if the vendor number is unknown. However searching every possible combination eliminates errors when finding the vendor number. Please check the VEN2 screen for the correct address and person. Note the multiple listings for Andrew Allen and Barbara Allen.

The image displays two screenshots of a web application interface, likely a vendor management system, showing search results for vendors with the last name 'Allen'. The interface is viewed through a Microsoft Internet Explorer browser window.

Top Screenshot: The search results are displayed in a table with columns: SORT NAME, VENDOR, and NAME. The results list 15 vendors, all with the last name 'Allen'. The first few entries are:

SORT NAME	VENDOR	NAME
01- ALLEN, ALETA A	S006508555	ALETA A ALLEN
02- ALLEN, ALEXANDRA	S006760145	ALEXANDRA ALLEN
03- ALLEN, AMANDA J	S004769848	AMANDA J ALLEN
04- ALLEN, AMY J	S004829383	AMY J ALLEN
05- ALLEN, ANDREW	S004869158	ANDREW ALLEN
06- ALLEN, ANDREW	S006826061	ANDREW ALLEN
07- ALLEN, ANDREW L	S004400921	ANDREW L ALLEN
08- ALLEN, ANDREW W	S006540399	ANDREW W ALLEN
09- ALLEN, ANGEL A	S007760031	ANGEL A ALLEN
10- ALLEN, ANTHONY	S005709677	ANTHONY ALLEN
11- ALLEN, ARLENE E	S005264706	ARLENE E ALLEN
12- ALLEN, ARLENE G	S005606503	ARLENE G ALLEN
13- ALLEN, AZALEA	S007663649	AZALEA ALLEN
14- ALLEN, BARBARA	S005528599	BARBARA ALLEN
15- ALLEN, BARBARA	S006704163	BARBARA ALLEN

Bottom Screenshot: The search results are displayed in a table with columns: SORT NAME, VENDOR, and NAME. The results list 15 vendors, all with the last name 'Allen'. The first few entries are:

SORT NAME	VENDOR	NAME
01- ALLEN & COLES MOVING SYSTEM	E010415511	ALLEN & COLES MOVING SYSTEM
02- ALLEN & SONS LTD	E980017939	ALLEN & SONS LTD
03- ALLEN AGENCY	E010018250	ALLEN AGENCY
04- ALLEN B NICHOLS MD	E541515227	ALLEN B NICHOLS MD
05- ALLEN BOUCHARD	E010478417	ALLEN BOUCHARD
06- ALLEN BUSINESS FORMS CO	E010266230	ALLEN BUSINESS FORMS CO
07- ALLEN CTY PUB LIBRARY	E311121023	ALLEN CTY PUB LIBRARY
08- ALLEN EDMONDS LEWISTON	E010396117	ALLEN EDMONDS LEWISTON
09- ALLEN ELECTRICAL CO INC	E010277943	ALLEN ELECTRICAL CO INC
10- ALLEN ENTERPRISE	E010520952	ALLEN ENTERPRISE
11- ALLEN FLAG CO	S00436042 5	
12- ALLEN FREEMAN MCDONNELL	E01050806 4	
13- ALLEN FREEMAN MCDONNELL	S00736286 1	
14- ALLEN I JACOBS	E010331311	ALLEN I JACOBS
15- ALLEN III, JOHN P	S007467678	JOHN P ALLEN III

VNAS

Companies also have multiple address listings under the same vendor number. Note Penquis has four addresses. Quite a few cities and towns have multiple listings as well, due to monies needing to go to different addresses or programs. Some towns also have a "revenue sharing" vendor code ending in 9 in addition to the "normal" vendor number. This would be an example where the only money to be sent to this vendor ID would be for revenue sharing. Please check the comment field for such information.

ACTION: R SCREEN: VNAS USERID: ACAP XJSY 04/09/04 01:59:20 PM

VENDOR SORT NAME INQUIRY

	SORT NAME	VENDOR	NAME
01-	PENQUIS CHILD CARE	E01602374B8	
02-	PENQUIS COMM ACTION PROG INC	E016023748	PENQUIS COMM ACTION PROG INC
03-	PENQUIS COMM ACTION PROG INC	E016023748A	PENQUIS COMM ACTION PROG INC
04-	PENQUIS COMM ACTION PROG INC	E016023748B	PENQUIS COMM ACTION PROG INC
05-	PENQUIS COMM ACTION PROG INC	E016023748C	PENQUIS COMM ACTION PROG INC
06-	PENQUIS HEARING AUD CENTER	S00658986 7	
07-	PENQUIS HLTH SERV	E01602374A8	
08-	PENQUIS MENTAL HLTH ASSOC	E010323280	PENQUIS MENTAL HLTH ASSOC
09-	PENQUIS ORTH	E010363638	PENQUIS ORTH
10-	PENQUIS RENTAL	E01050423A6	
11-	PENQUIS SUPERINTENDENT'S ASSOC	E010439906	PENQUIS SUPERINTENDENT'S ASSOC
12-	PENQUIS SURGE INC	E010504236	PENQUIS SURGE INC
13-	PENQUIS SURGE INC	E010504236A	PENQUIS SURGE INC
14-	PENQUIS VALLEY MIDDLE SCH	E01027446A1	
15-	PENRIL COMMUNICATIONS	E68000304A6	

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VEN2

Most needed to know things are found on this screen. It shows the Vendor ID #, Fed ID #, Name, Address & etc. It shows quite a few other things that are handy to know. Please see Explanation sheet at the end of this packet.

The first example shows John Allen. The second shows an example of a town with revenue sharing.

VEN2

ACTION: **R** **SCREEN:** **VEN2** **USERID:** **ACAP XJSY** **04/09/04 02:04:12 PM**

VENDOR (1 OF 2)

VENDOR= **S006685462** **MISC VENDOR IND:** **N** **LAST ACTION DATE:** **03 28 03**

VENDOR TYPE: **S006685462** **FED ID NUM:** **S006685462**

----- VENDOR ADDRESS ----- **----- ALTERNATE ADDRESS -----**

NAME: **JOHN A ALLEN** **:**

ADDRESS: **POLICE DEPT** **:**

: **:**

CITY: **WISCASSET** **STATE:** **ME** **:**

ZIP: **04578** **:**

CLAREON ID: **CUSTOMER ACCT:**

CONTACT: **A/R CONTACT:**

PHONE: **COMMENT:**

PYMT HOLD IND: **N** **SCHD PYMT DAY:** **SINGLE CHECK:** **EFT STATUS/TYPE:** **N /**

CALENDAR YTD AMT: **0.00** **PRIOR CALENDAR YEAR AMT:** **66.96**

FISCAL YTD AMT: **0.00** **PRIOR FISCAL YEAR AMT:** **66.96**

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ACTION: **R** **SCREEN:** **VEN2** **USERID:** **ACAP XJSY** **04/09/04 02:43:32 PM**

VENDOR (1 OF 2)

VENDOR= **E016000307 9** **MISC VENDOR IND:** **N** **LAST ACTION DATE:** **03 19 04**

VENDOR TYPE: **E016000307** **FED ID NUM:** **E016000307**

----- VENDOR ADDRESS ----- **----- ALTERNATE ADDRESS -----**

NAME: **OLD ORCHARD BEACH TOWN OF** **:**

ADDRESS: **1 PORTLAND AVE** **:**

: **:**

CITY: **OLD ORCHARD BEACH** **STATE:** **ME** **:**

ZIP: **04064** **:**

CLAREON ID: **CUSTOMER ACCT:**

CONTACT: **A/R CONTACT:**

PHONE: **COMMENT:** **LG REVENUE SHARING**

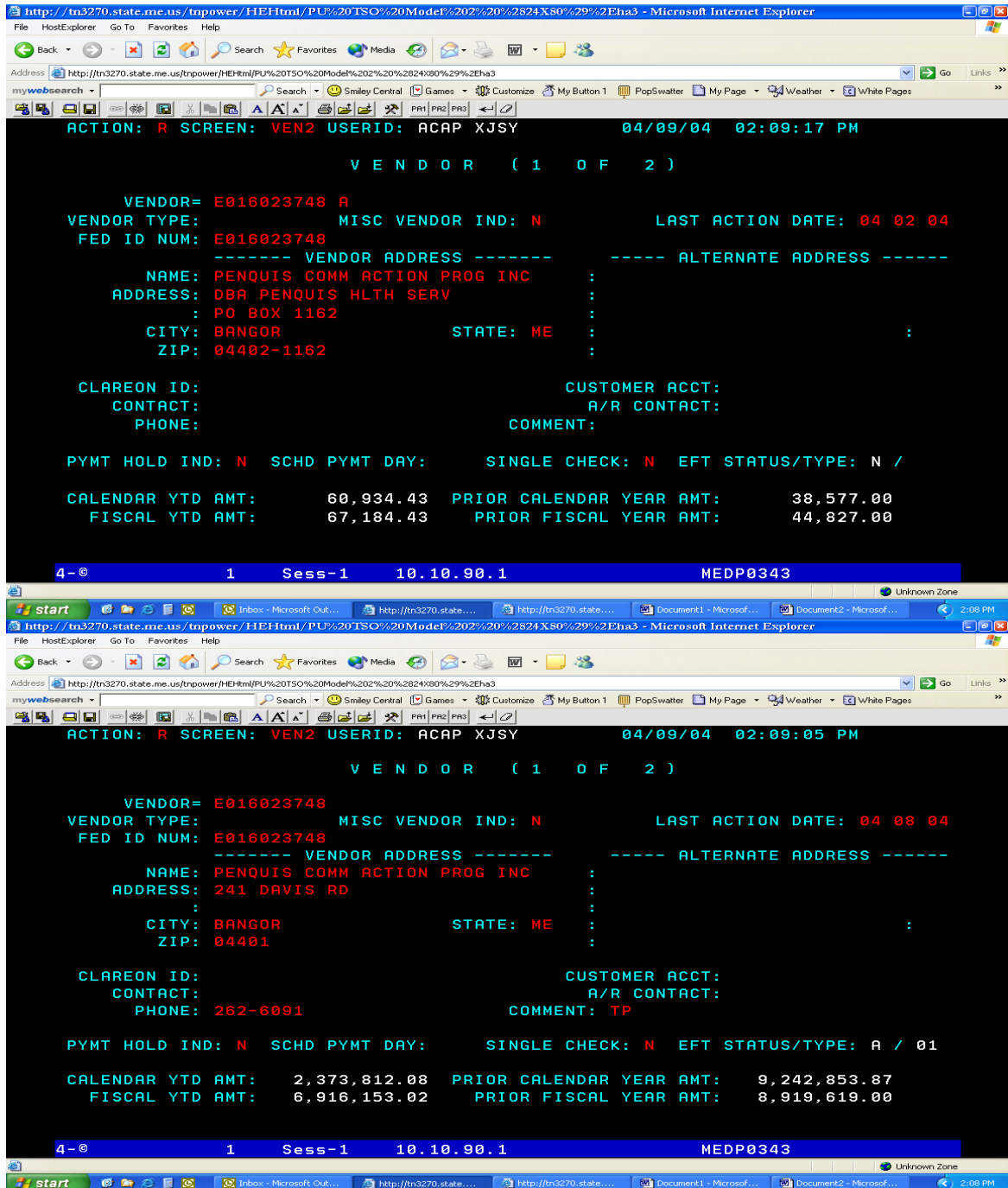
PYMT HOLD IND: **N** **SCHD PYMT DAY:** **SINGLE CHECK:** **N** **EFT STATUS/TYPE:** **A / 01**

CALENDAR YTD AMT: **227,716.09** **PRIOR CALENDAR YEAR AMT:** **882,612.18**

FISCAL YTD AMT: **698,839.81** **PRIOR FISCAL YEAR AMT:** **865,540.02**

4-0 1 Sess-1 10.10.90.1 MEDP0343

The next few screen shots are going to show the multiple addresses for Penquis.



http://tn3270.state.me.us/tnpower/HEHtm/PU%20TSO%20Model%202%20%2824X80%29%2Eha3 - Microsoft Internet Explorer

File HostExplorer Go To Favorites Help

Back Search Favorites Media

Address http://tn3270.state.me.us/tnpower/HEHtm/PU%20TSO%20Model%202%20%2824X80%29%2Eha3

mywebsearch Search Smiley Central Games Customize My Button 1 PopSwatter My Page Weather White Pages

PA1 PA2 PA3

ACTION: R SCREEN: VEN2 USERID: ACAP XJSY 04/09/04 02:12:54 PM

V E N D O R (1 O F 2)

VENDOR= E016023748 B

VENDOR TYPE: MISC VENDOR IND: N LAST ACTION DATE: 03 15 04

FED ID NUM: E016023748

----- VENDOR ADDRESS -----

NAME: PENQUIS COMM ACTION PROG INC :

ADDRESS: DBA PENQUIS CHILD CARE :

: 120 CLEVELAND ST :

CITY: BANGOR STATE: ME :

ZIP: 04401 :

----- ALTERNATE ADDRESS -----

CLAREON ID: CUSTOMER ACCT:

CONTACT: JEANNIE HOPKINS A/R CONTACT:

PHONE: 941-2840 COMMENT: LG

PYMT HOLD IND: N SCHD PYMT DAY: SINGLE CHECK: N EFT STATUS/TYPE: N /

CALENDAR YTD AMT: 1,235.00 PRIOR CALENDAR YEAR AMT: 27,547.00

FISCAL YTD AMT: 3,820.00 PRIOR FISCAL YEAR AMT: 46,222.00

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start

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http://tn3270.state.me.us/tnpower/HEHtm/PU%20TSO%20Model%202%20%2824X80%29%2Eha3 - Microsoft Internet Explorer

File HostExplorer Go To Favorites Help

Back Search Favorites Media

Address http://tn3270.state.me.us/tnpower/HEHtm/PU%20TSO%20Model%202%20%2824X80%29%2Eha3

mywebsearch Search Smiley Central Games Customize My Button 1 PopSwatter My Page Weather White Pages

PA1 PA2 PA3

ACTION: R SCREEN: VEN2 USERID: ACAP XJSY 04/09/04 02:13:04 PM

V E N D O R (1 O F 2)

VENDOR= E016023748 C

VENDOR TYPE: MISC VENDOR IND: N LAST ACTION DATE: 03 18 04

FED ID NUM: E016023748

----- VENDOR ADDRESS -----

NAME: PENQUIS COMM ACTION PROG INC :

ADDRESS: 241 DAVIS RD :

: :

CITY: BANGOR STATE: ME :

ZIP: 04401 :

----- ALTERNATE ADDRESS -----

CLAREON ID: CUSTOMER ACCT:

CONTACT: A/R CONTACT:

PHONE: COMMENT: LG

PYMT HOLD IND: N SCHD PYMT DAY: SINGLE CHECK: N EFT STATUS/TYPE: N /

CALENDAR YTD AMT: 28,545.00 PRIOR CALENDAR YEAR AMT: 106,968.00

FISCAL YTD AMT: 100,058.00 PRIOR FISCAL YEAR AMT: 36,215.00

4-@ 1 Sess-1 10.10.90.1 MEDP0343

start

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VNE2

On occasion we run out of the suffixes used at the end of a vendor code. In those cases we create new vendor numbers and use the original federal tax ID #. The next examples are of the original vendor information and the new vendor information.

The image displays two screenshots of a web application interface, likely a vendor management system, showing vendor information. The interface is viewed through a Microsoft Internet Explorer browser window.

Top Screenshot:

- Address Bar:** <http://tn3270.state.me.us/tnpower/HEHtml/PU%20TSO%20Model%202%202824X80%29%2Eha3>
- Page Title:** <http://tn3270.state.me.us/tnpower/HEHtml/PU%20TSO%20Model%202%202824X80%29%2Eha3> - Microsoft Internet Explorer
- Page Content:**
 - ACTION:** R **SCREEN:** VEN2 **USERID:** ACAP XJSY **04/09/04 02:50:12 PM**
 - VENDOR (1 OF 2)**
 - VENDOR=** E016000769 A
 - VENDOR TYPE:** MISC **VENDOR IND:** N **LAST ACTION DATE:** 04 24 03
 - FED ID NUM:** E016000769
 - VENDOR ADDRESS -----** **----- ALTERNATE ADDRESS -----**
 - NAME:** UNIV OF ME SYS
 - ADDRESS:** COMPUTING CENTER
 - CITY:** ORONO **STATE:** ME
 - ZIP:** 04469
 - CLAREON ID:** **CUSTOMER ACCT:**
 - CONTACT:** **A/R CONTACT:**
 - PHONE:** **COMMENT:** USE EUOFME1001 MD
 - PYMT HOLD IND:** Y **SCHD PYMT DAY:** **SINGLE CHECK:** N **EFT STATUS/TYPE:** N /
 - CALENDAR YTD AMT:** 0.00 **PRIOR CALENDAR YEAR AMT:** 382,740.37
 - FISCAL YTD AMT:** 0.00 **PRIOR FISCAL YEAR AMT:** 786,989.99
- Footer:** 4-@ 1 Sess-1 10.10.90.1 MEDP0343

Bottom Screenshot:

- Address Bar:** <http://tn3270.state.me.us/tnpower/HEHtml/PU%20TSO%20Model%202%202824X80%29%2Eha3>
- Page Title:** <http://tn3270.state.me.us/tnpower/HEHtml/PU%20TSO%20Model%202%202824X80%29%2Eha3> - Microsoft Internet Explorer
- Page Content:**
 - ACTION:** R **SCREEN:** VEN2 **USERID:** ACAP XJSY **04/09/04 02:50:43 PM**
 - VENDOR (1 OF 2)**
 - VENDOR=** EUOFME1001
 - VENDOR TYPE:** MISC **VENDOR IND:** N **LAST ACTION DATE:** 04 09 04
 - FED ID NUM:** E016000769
 - VENDOR ADDRESS -----** **----- ALTERNATE ADDRESS -----**
 - NAME:** UNIV OF ME SYS
 - ADDRESS:** DBA COMPUTING CENTER
 - CITY:** ORONO **STATE:** ME
 - ZIP:** 04469
 - CLAREON ID:** **CUSTOMER ACCT:**
 - CONTACT:** **A/R CONTACT:**
 - PHONE:** **COMMENT:** TP
 - PYMT HOLD IND:** N **SCHD PYMT DAY:** **SINGLE CHECK:** N **EFT STATUS/TYPE:** N /
 - CALENDAR YTD AMT:** 168,174.31 **PRIOR CALENDAR YEAR AMT:** 288,235.21
 - FISCAL YTD AMT:** 290,645.59 **PRIOR FISCAL YEAR AMT:** 165,763.93
- Footer:** 4-@ 1 Sess-1 10.10.90.1 MEDP0343

Explanation Sheet: Most common used/needed fields.

Last Action Date: shows last action, a check could have been cut or an update made to the information.

Clareon ID: the Clareon/Paymode ID information would go here.

Customer Acct: Account info if needed.

Contact: the person to contact if different than the vendor

A/R Contact: Accounts Receivable contact person

Phone: The phone number of the vendor or the contact person.

Comments: any pertinent information goes here, reason for hold, new ID# to use, 1099 hold, and the initials of who last updated the vendor.

Pymt Hold Ind: N=no Y=yes, if the vendor is on hold no money can be sent to this vendor. Usually the reason is given in the comment field.

EFT status/type: shows if the vendor has Electronic Funds Transfer for payment method. N=no P=Pre-note A=Active H=Hold (exception N/01 shows it was very recently added)

SUSF ERRORS & WARNINGS:

Note: The budget system will allow Appropriation (EAP2) and Allotment (EALL) to become negative in the system by processing AP's & AL's. These negative balances are reviewed on a weekly basis by the Senior Staff Accountant.

JV Errors

A206E - AL OBLG AMT > ALLOT AMT

This error is because an expense (AC TP – 22 or 24) transaction will cause the Unobligated amount for the current quarter on the EALL screen to exceed the budgeted authority amount (Allotment).

Note the fund, report org, and appr unit of the line that is rejecting

Look up the report org in ORG2 screen and note the fourth level reporting org

Using the fourth level reporting org look up the available allotment in the EALL screen

If there is no more allotment in any quarter to cover the transaction or if allotment needs to be taken away from future quarters, the agency will have to process a Financial Order

If there is allotment available in a prior quarter that can be moved forward, then the agency needs to process a Budget Order

A207E - AP OBLG AMT > APPR AMT

This error is because a revenue transaction (AC TP - 31) will cause the Unobligated or Bud Auth amount on the EAP2 to become negative or the Unobligated or Bud Auth amount is already negative.

Note the fund, report org, and appr unit of the line that is rejecting

Look up the report org in ORG2 screen and note the fourth level reporting org

Using the fourth level reporting org look up the Bud Auth in the EAP2 screen

For funds 010-012 check the Appr Type at the 3 digit Appr level

For funds 013 and above check the Appr Type at the 2 digit Appr level

The Unobligated or Bud Auth amount will be less than the amount of the JV transaction or will already be negative, which is why the error occurred.

Look to see if the agency has estimated or actual cash (Budget Auth Opt, A – Actual , E – Estimated)

If it's actual, the agency needs to process CR's or JV's that will increase revenue. This will provide them with more Bud Auth.

If it's estimated, the agency needs to request estimate revenue from the agency's accounting office and approval from the Controller's Office so that an AP transaction can be recorded to increase the Bud Auth amount.

A258E - JV CREDITS NOT = DEBITS

The total of the Debits and Credits must be equal. Review the transaction and make the necessary adjustments.

DEBIT DOC TOTAL:	514.26	CREDIT DOC TOTAL:
514.26		
CALC DEBIT TOTAL:	514.26	CALC CREDIT TOTAL:
514.26		

A260E - INVALID ACCOUNT TYPE

The account type (AC TP) is invalid for this transaction. The valid values are the following:

- '01' = Balance Sheet Assets
- '02' = Balance Sheet Liabilities
- '03' = Balance Sheet Equity - Fund Balance
- '22' = Cash Expenditure (Expense)
- '24' = Non Cash Expenditure
- '31' = Revenue

Correct the code and resubmit the transaction.

A262E - OBJ/REV SRCE ILLEGAL ON BS

Cannot use object, sub-object, revenue source, and sub-revenue source with Balance Sheet Account types (01, 02, and 03). Review the transaction and make the necessary adjustments

A300E - MISSING BS ACCOUNT

The account type on the transaction requires a balance sheet account from the Balance Sheet Account table.

A320E - DEBIT TOT NOT = DETAIL

The CALC Debit total must equal the Debit Doc Total. Review the transaction and make the necessary adjustments.

DEBIT DOC TOTAL:	500.26	CREDIT DOC TOTAL:
514.26		
CALC DEBIT TOTAL:	514.26	CALC CREDIT TOTAL:
514.26		

A322E - JV CREDIT TOT NOT = DETAIL

The CALC Credit total must equal the Credit Doc Total. Review the transaction and make the necessary adjustments.

DEBIT DOC TOTAL:	514.26	CREDIT DOC TOTAL:
500.26		
CALC DEBIT TOTAL:	514.26	CALC CREDIT TOTAL:
514.26		

A324O - FUND CREDITS NOT = DEBITS

The sum of the credit amounts must equal the sum of the debit amounts for each fund that is included in the transaction. Review the transaction and make the necessary adjustments.

A325W - CASH ACCOUNTS ARE NOT EQUAL

The total debit amounts for cash entries must equal the total credit amounts of the cash entries. Review the transaction and make the necessary adjustments.

A922E-ACCOUNTING PERIOD IS CLOSED

This error is based on the JV Date.

If the JV has not been received in the State Controller's office by the 3rd working day at noon, the JV needs to be processed in the next accounting period. Either remove the JV date so that it defaults to the next accounting period or enter a new date in the next accounting period.

If the JV has been received in the State Controller's office by the cutoff, the State Controller's staff can override the error.

HM08E - INSUFFICIENT CASH AVAILABLE

This error is because an expense transaction (AC TP – 22 or 24) will cause the Expended Amount on the EAP2 to exceed the Bud Auth amount which causes a negative Unobligated Amount or cash.

Note the fund, report org, and approp unit of the line that is rejecting

Look up the report org in ORG2 screen and note the org at the fourth level

Using the fourth level org look up the available cash in the EAP2 screen, the unobligated amount is the cash balance

For funds 010-012 check the Appr Type at the 3 digit Appr level

For funds 013 and above check the Appr Type at the 2 digit Appr level

The agency needs to process CR's or JV's (increase to revenue or a decrease to expenditures) that will provide them with cash.

ME30E - MUST KEEP SAME PATTERN H--ME31E-DEBIT/CREDIT ORDER

1. Any JV document containing 29xx revenue source codes must be two sided if it is not in one of the below exception lists and they must conform to the following rules:

- One debit to numerous credits, whereby the aggregate credits equals the debit amount **OR**,
- One credit to numerous debits, whereby the aggregate debits equals the credit amount **OR**,
- Coupled, mirrored transaction lines. That is, line one and line two must be equal amounts starting with a debit and then a credit, line three and line four are equal amounts one being a debit and the other a credit, etc
- Coupled, mirrored transaction lines may be followed by non mirrored cash lines. (Many to many uneven pairs of debits/credits are not allowed.)

2. Exceptions to section 1 rules are the following one-sided 29xx codes.

- One-sided **only** transfers:
 - 2904 (Loans Risk Management)
 - 2910 (Tax Relief for ME Residents)
 - 2915 (Rainy Day Fund Unallocated)
 - 2923 (Contingent Accounts – All Other)
 - 2924 (Contingent Account)
 - 2925 (Contingent Accounts – Unallocated)
 - 2934 (Transfer from Unappropriated Surplus)
 - 2935 (Transfer from General Fund Surplus)
 - 2945 (Balance Sheet Transfer – Labor)

- Balance Forward revenue codes: 2952, 2953, 2955, 2957, 2909, 2926; 2927:
 - These can be one-sided or two-sided.
 - If one-sided they can have multiple if all 29xx rev source are balance forward.
 - If two-sided they must conform to the section 1 rules.

PV Errors

A409E-VENDOR ON HOLD - NO TRANS ALWD

Look up the vendor in the VEN2 screen and look at the comment field to see the reason the vendor is on hold. The vendor code may have changed and a new one is referenced.

If the comment field includes 1099, the vendor needs an updated address.

A5950 – BAC MUST APPROVE CHECK CATEGORY

If there

PO Errors

HF01E - TRANS DATE NOT IN FED AID PER

Reporting category is on SUSF record.

Lookup on FAIT to get fed aid number using reporting category.

Verify end date on AGF2 is other than in this fiscal month

Ask user to set (grant) fed aid end date in a future month.

The user will need to correct via a FM document.

HP04E – INVALID PROJECT

Project number is on SUSF record under job number (only first 5 digits)

Verify on AGPR that project does not exist.

Tell agency that they need to add project back in.

The user will (likely) need to correct via a PJ document.

HPY2E - TRANS DATE NOT IN PROJ PER

Project number is on SUSF record under job number (only first 5 digits)

Verify end date on AGPR is other than in this fiscal month

Ask user to set project end date in a future month.

The user will need to correct via a PJ document.

HPY4E – PROJECT BUDGET LINE CLOSED OR INACTIVE

Project number is on SUSF record under job number (all 8 digits needed)

The first five digits is project, the next two digits is the sub-project, the last digit is phase

Verify by going to PRBL using full project from susf record

Ask user to set status to “O” for open.

The user will need to correct via a PJ document.

Logging off MFASIS

If you are in a document, exit document to go to the SUSF screen

Type **E** in the action field, press 'Enter'

http://tn3270.state.me.us/tnpower/HEhtml/PU%20T50%20Model%20%20%202824X80%29%2Eha3 - Microsoft Internet Explorer

File HostExplorer Go To Favorites Help

Back Forward Stop Home Search Favorites Media PopSwatter Smiley Central Cursor Mania My Info Games Customize My Button Highlight

Address http://tn3270.state.me.us/tnpower/HEhtml/PU%20T50%20Model%20%20%202824X80%29%2Eha3 Go Links >>

mywebsearch Search

ACTION: E SCREEN: SUSF USERID: ACAV DJWU 04/09/04 11:16:54 AM
FUNCTION: ORG:

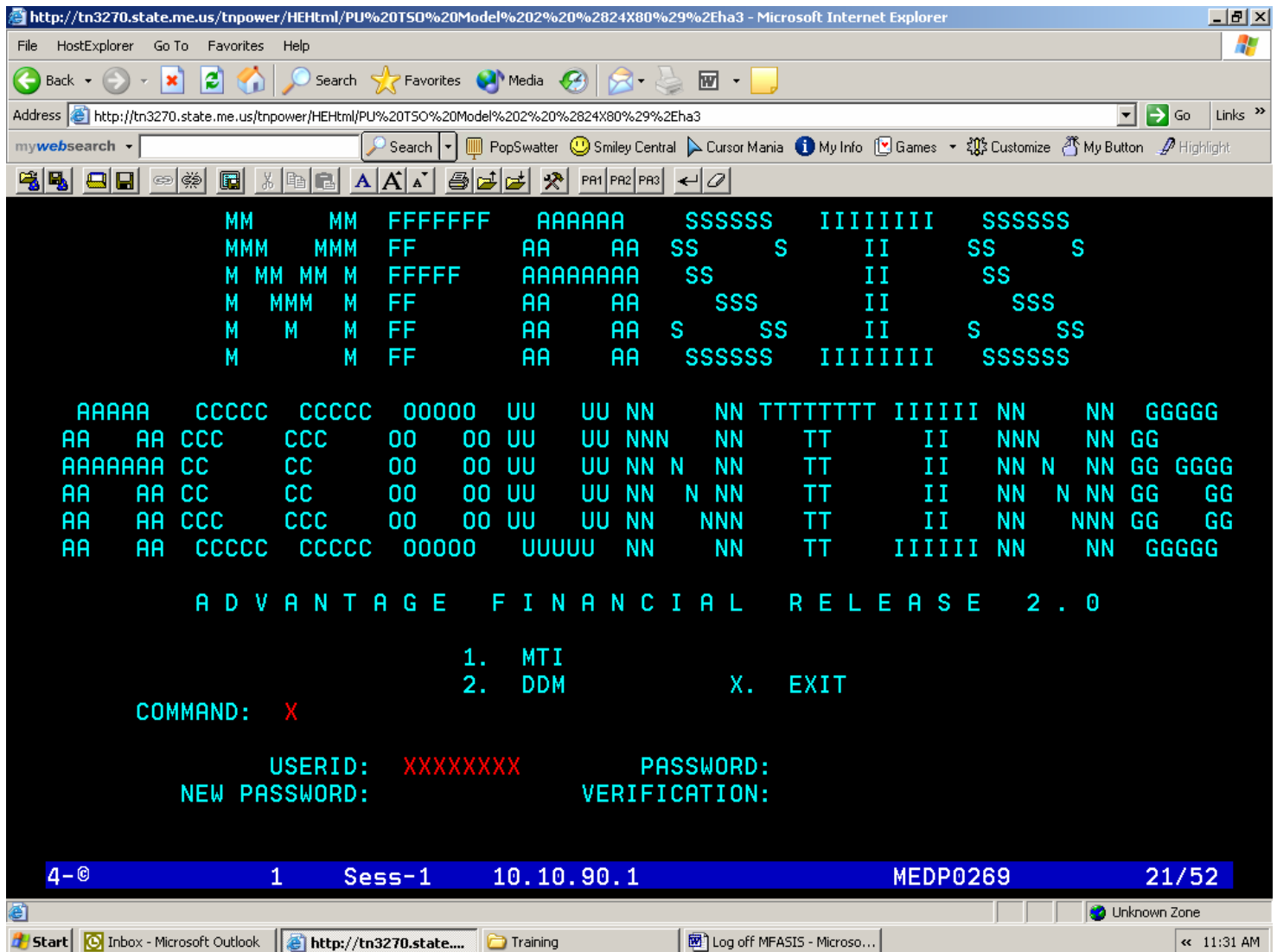
DOCUMENT SUSPENSE

S	BATCH	DOCUMENT									PROCESS DATE
E											(YYMMDD)
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	LAST DATE	LAST USER	

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Start Inbox - Microsoft Outlook http://tn3270.state... Training Log off MFASIS - Microso... 11:22 AM

Type **X** in the command field, press ‘Enter’



At the blank screen, type **CESF LOGOFF**, press 'Enter'

